

# CINCINNATI POLICE DEPARTMENT



## STAFF NOTES

*Colonel Thomas H. Streicher, Jr., Police Chief*  
*March 11, 2003*

<u>ITEM</u>	<u>SUBMITTED BY</u>
1. <u>REVISED ORGANIZATIONAL CHART AND ORGANIZATIONAL NARRATIVE</u>	PLANNING SECTION
2. <u>SOUTHERN POLICE INSTITUTE (SPI)</u>	TRAINING SECTION
3. <u>THE INFOSEC SCRIBE</u>	INFORMATION TECHNOLOGY MANAGEMENT SECTION
4. <u>CINCINNATI LEARNING LINKS FOUNDATION</u>	COP COORDINATOR
5. <u>THANK YOU LETTERS</u>	CHIEF'S OFFICE
6. <u>REVISION OF PROCEDURE 12.265, WRECKER AND TOWING, AND FORM 369, TOWING REPORT</u>	PLANNING SECTION
7. <u>REVISION OF PROCEDURE 12.412, DOMESTIC VIOLENCE</u>	PLANNING SECTION
8. <u>REVISION OF PROCEDURE 14.110, TELEPHONE USE, AND NEW FORM 17MPR, MOBILE PHONE REIMBURSEMENT</u>	PLANNING SECTION
9. <u>REVISION OF PROCEDURE 17.100, POLICE RECORDS: STORAGE AND MAINTENANCE, AND INITIATING NEW RECORDS AND FORMS</u>	PLANNING SECTION

10. REVISION OF PROCEDURE 19.107, FAMILY MEDICAL LEAVE ACT (FMLA), REVISION OF FORM 25S, REQUEST FOR LEAVE OF ABSENCE, AND AVAILABILITY OF FORM WH-380, CERTIFICATION OF HEALTH CARE PROVIDER

PLANNING SECTION

**1. REVISED ORGANIZATIONAL CHART AND ORGANIZATIONAL NARRATIVE**

An Accreditation Unit has been added to Inspections Section in the Resource Bureau. Also, an organizational narrative has been added for the Police Relations Section, Community Relations Unit and Accreditation Unit. [Attached](#) to these Staff Notes is a current copy of the Department's organizational chart and organizational narrative.

**2. SOUTHERN POLICE INSTITUTE (SPI)**

The Police Department is currently seeking applicants for the Southern Police Institute (SPI) "Administrative Officers Course" 110<sup>th</sup> and 111<sup>th</sup> sessions. The 110<sup>th</sup> session is August 11, 2003 to November 7, 2003. The 111<sup>th</sup> session is February 9, 2004 to May 7, 2004. The sessions are conducted at the University of Louisville, School of Justice Administration, in Louisville, Kentucky.

The course is designed to strengthen the leadership, knowledge, and skills necessary to manage and direct the resources of a police agency. Interested Lieutenants and above should prepare a Form 17 addressed to Mr. Theodore J. Schoch, Police Academy Director, and submit it through the chain of command by March 25, 2003.

**3. THE INFOSEC SCRIBE**

[Attached](#) to these Staff Notes is the first edition of the City of Cincinnati's InfoSec Scribe. This is a periodic publication designed to help City employees and their business partners better understand the City's position on information security (InfoSec). One of the primary goals of the InfoSec program is to provide opportunities for employees to learn and understand why we have certain policies and procedures in place. Additionally, the program will provide a forum for employees to ask questions about security topics.

Department personnel will gain a better understanding of why Information Technology Management Section (ITMS) recommends certain practices regarding information technology security after reviewing the InfoSec Scribe. The majority of ITMS recommendations result from policies set by the City. To access the InfoSec Scribe personnel can go to the City Intranet under Information Security or go directly to [www.citynet.rcc.org/infosec](http://www.citynet.rcc.org/infosec). Questions may be directed to ITMS at 564-2100.

**4. CINCINNATI LEARNING LINKS FOUNDATION**

The Robert A. Taft IT High School has received a grant from the Cincinnati Learning Links Foundation to create a program to bring high school students and police officers together through reading. Ms. Jocelyne Jason, English Department Chair at Robert A. Taft IT High School, would like ten police officers to volunteer to read a selected book over a four week period and make weekly visits to a high school class. The officer would visit the class once a week and discuss the book with the students. The selected book is "Gifted Hands" by Dr. Ben Carson. Interested officers can contact Lieutenant Larry Powell, COP Coordinator, at line 352-1472.

**5. THANK YOU LETTERS**

[Attached](#) to these Staff Notes are three thank you letters. The first is from Detective Keith J. Ford, Lexington Division of Police Narcotics Unit for the assistance of Sergeant Art Schultz in apprehending a subject who had escaped Lexington police custody. The second letter is from Rich Cappel, Vice President of Cappel's Inc. for the professionalism and quick response by officers during a shoplifting incident at the Cappel's Annex. The third letter is from Margery Burns. Ms. Burns' car was hit and totaled by a hit-skip driver in the area of Xavier University. Her letter outlines the positive experience she had while dealing with several officers in our Department.

**6. REVISION OF PROCEDURE 12.265, WRECKER AND TOWING, AND FORM 369, TOWING REPORT**

Procedure 12.265, Wrecker and Towing, has been revised. The towing officer is required to notify Police Communications Section (PCS) whenever a vehicle is towed or moved. Section C. has been changed to include a new process for impoundment of semi-trailers. Other minor revisions have been made throughout the procedure. A check box will be added to the Form 369 to note if PCS was notified. Until the forms are available from the Supply Unit, officers will write "PCS notified" in the comments section of the Form 369.

These revisions are effective immediately. Personnel should review this procedure in its entirety. The revised procedure 12.265 is available on the Intranet and on the Department web page at [www.cincinnati-police.org](http://www.cincinnati-police.org).

**7. REVISION OF PROCEDURE 12.412, DOMESTIC VIOLENCE**

Procedure 12.412, Domestic Violence, has been revised. A change has been made in the investigation of domestic violence related abductions. District investigators will now investigate any abduction associated with a charge of domestic violence. These cases will no longer be assigned to the Criminal Investigation Section for follow-up.

A Purpose section has been added and minor revisions have been made throughout the procedure.

This revision is effective immediately. Personnel should review the procedure in its entirety. The revised procedure 12.412 is available on the Intranet and on the Department web page at [www.cincinnati-police.org](http://www.cincinnati-police.org).

**8. REVISION OF PROCEDURE 14.110, TELEPHONE USE, AND NEW FORM 17MPR, MOBILE PHONE REIMBURSEMENT**

Procedure 14.110, Telephone Use, has been revised to instruct personnel on the process for mobile phone call reimbursement and the use of the new Form 17MPR, Mobile Phone Reimbursement. Personnel will reimburse the City through payroll deduction for all personal calls made/received on a City issued mobile phone. Other minor revisions have been made throughout the procedure to reflect changes in the phone systems.

To access the new form, open the Excel application, select "New" in the File menu and click on Form 17MPR.

This revision is effective immediately. Personnel should review this procedure in its entirety. The revised procedure 14.110 is available on the Intranet and on the Department web page at [www.cincinnati.police.org](http://www.cincinnati.police.org).

**9. REVISION OF PROCEDURE 17.100, POLICE RECORDS: STORAGE AND MAINTENANCE, AND INITIATING NEW RECORDS AND FORMS**

Procedure 17.100, Police Records: Storage and Maintenance, and Initiating New Records and Forms, has been revised. Retention schedules for several forms have been updated.

This revision is effective immediately. All personnel are reminded to review the procedure in its entirety. Revised Procedure 17.100 is available on the Intranet and the Department web page at [www.cincinnati.police.org](http://www.cincinnati.police.org).

**10. REVISION OF PROCEDURE 19.107, FAMILY MEDICAL LEAVE ACT (FMLA), REVISION OF FORM 25S, REQUEST FOR LEAVE OF ABSENCE, AND AVAILABILITY OF THE FORM WH-380, CERTIFICATION OF HEALTH CARE PROVIDER**

Procedure 19.107, Family Medical Leave Act, has been revised. Numerous changes have been made throughout the procedure in order to keep current with FMLA law. Most of the changes refer to written verification of illness for FMLA related time off. The Form 25S, Request for Leave of Absence, has been revised and is now a two-page form. The second page is to be completed **only** when requesting FMLA related leave. The old Form 25S will no longer be used and must be disposed of through the City's recycling program.

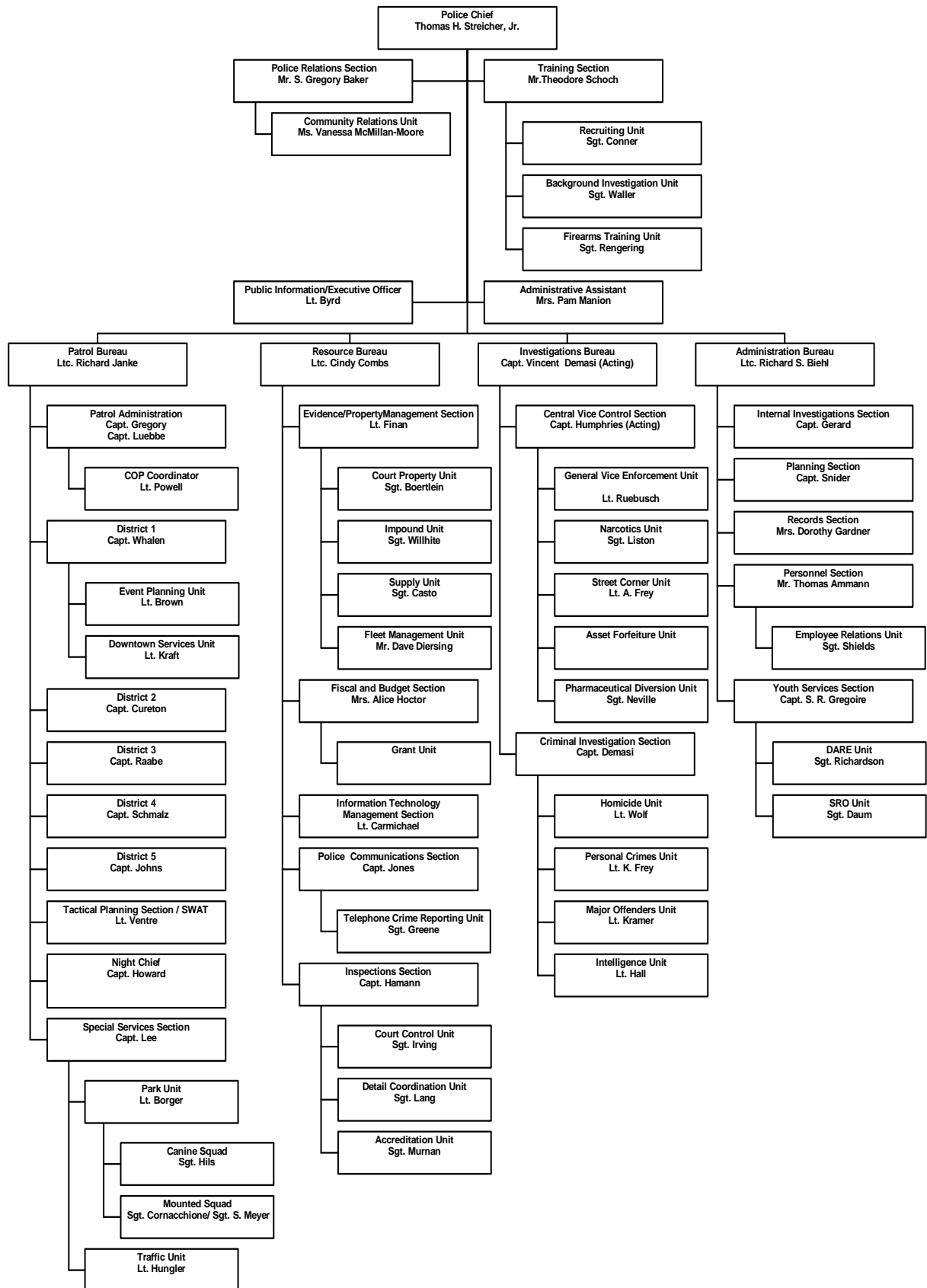
Until the revised Form 25S is available from the Supply Unit, personnel must print the form from the Department computer. To access the Form 25S, open the Word application, select "New" in the file menu and click on Form 25S.

The Form WH-380 is available on the Police Department Intranet under Personnel Section.

These revisions are effective immediately. Personnel should review this procedure in its entirety. The revised procedure 19.107 is available on the Intranet and on the Department web page at [www.cincinnati-police.org](http://www.cincinnati-police.org).

# Cincinnati Police Department

March 11, 2003



# **THE CINCINNATI POLICE DEPARTMENT**

## **ORGANIZATIONAL NARRATIVE**

March 11, 2003

**T**he Police Department is the primary law enforcement agency of the City, existing under provisions of Article IV, Section 3, of the Administrative Code of the City of Cincinnati.

The primary responsibilities of the Police Department are:

- Prevention of crime
- Protection of life and property
- Suppression of criminal activity
- Apprehension and prosecution of offenders
- Regulation of non-criminal conduct
- Preservation of public peace

Under the command of the Police Chief, the Police Department's responsibilities are divided among four bureaus: Patrol, Resource, Investigations, and Administration.

## **MISSION STATEMENT**

The mission of the Cincinnati Police Department is to work in partnership with the citizens of the community to provide a safe environment where the quality of life may be improved through the delivery of fair and impartial police services.

## **VALUES**

We value human life and dignity.

We value integrity as the basis for community trust.

We value the fair and impartial enforcement of Federal, State, and Local Laws and the rights of the accused.

We value professional excellence.

We value all members of the Department, both sworn and civilian.

## **EXECUTIVE OFFICE**

The **POLICE CHIEF** is responsible for Police Department operations. The Chief coordinates, organizes, directs, and controls activities. The Chief also implements policy and makes necessary personnel and procedural changes to ensure the effective operation of the Department. Bureau commanders, the Public Information/Executive Officer, the Administrative Assistant, the Police Relations Section Executive Manager and the Training Section Director are directly accountable to the Police Chief.

The **POLICE RELATIONS SECTION**, directed by an Executive Manager, is responsible to the Police Chief for developing policy as it relates to public safety and policing issues. Areas of responsibility and focus include community relations. Also responsible for the City and Department implementation and compliance with the terms and conditions contained within the U.S. Department of Justice Memorandum of Agreement and the Collaborative Agreement. The Executive Manager of Police Relations Section serves as the Cincinnati Police Department Compliance Coordinator for the U.S. Department of Justice Memorandum of Agreement and Departmental liaison to the Independent Monitor.

The **Community Relations Unit** provides assistance to the Executive Manager of Police Relations on activities and projects that facilitate the implementation of the terms and conditions of the U.S. Department of Justice Memorandum of Agreement and Collaborative Agreement. The unit is responsible for

coordinating community involvement in Police Department operations with the goal to reduce crime and improve citizen and police safety.

The **EXECUTIVE OFFICER** is a lieutenant who serves as an aide-de-camp to the Police Chief. He becomes familiar with the daily activities of the command staff, including their decision making process and operating procedures. He attends staff and special meetings, reviews and coordinates written correspondence and performs other duties as directed by the Police Chief. He is also in charge of the Public Information Office.

**Public Information Office** is the Department's liaison with the media. This office prepares press releases and facilitates general and internal Police Department communications.

The **ADMINISTRATIVE ASSISTANT** coordinates Department affairs affecting the Police Chief's Office. The Assistant is the liaison between the Police Chief, bureau commanders and other City agencies. The Assistant attends staff and special meetings, reviews and coordinates written correspondence, and performs other duties as directed by the Police Chief. The Assistant also serves as the contact person for the various community and business groups. A civilian Administrative Specialist fills this position.

The **TRAINING SECTION**, directed by a civilian Director, develops and conducts training programs for the Police Department. This includes recruit, in-service and firearms training in

both live fire and the firearms simulator (FATS). Training Section conducts training in the areas of supervision, management, physical fitness, self-defense, officer survival, interpersonal skills, legal issues and current topics. The Training Section coordinates numerous outside training requests, FBI training programs and computer training programs. The staff produces training memos and training video programs for Department use at roll calls. Training Section also conducts the Citizen Police Academy, Student Police Academy, and oversees the Police Intern/Cadet program.

**Recruiting Unit**, supervised by a sergeant, is responsible for the coordination of the police recruit selection process. The Recruiting Unit assists the City Human Resources Department with recruiting and testing of applicants.

**Background Investigation Unit**, supervised by a sergeant, is responsible for conducting background investigations for the Police Department and some other City departments.

**Firearms Training Unit** is supervised by a sergeant. The unit is responsible for the Department's live firearms training. The unit conducts annual firearms qualifications for all sworn personnel and firearms instruction for police recruits. It inspects, repairs, and evaluates Department firearms and makes recommendations on appropriate ammunition for Department use.

## **PATROL BUREAU**

**T**he Patrol Bureau is commanded by an assistant chief. This bureau performs all primary police functions. Bureau personnel respond to citizen requests for police assistance, enforce criminal and traffic laws, investigate criminal activity, take offense reports and regulate non-criminal conduct. It consists of the five police districts, a Night Chief, Patrol Administration, Community Oriented Policing, Tactical Planning Section/SWAT and Special Services Section.

**DISTRICTS:** The City of Cincinnati is divided into five police districts, each commanded by a captain who is responsible for operations and personnel deployment. Police officers assigned to the districts for uniform patrol activity are generally divided into three fixed shifts. Each shift is commanded by a lieutenant. The first shift has starting times of 0600 and 0700 hours. The second shift has starting times of 1300, 1400, or 1500 hours, depending on service demands of that district. The third shift has starting times of 2200 or 2300 hours.

The second shift is supplemented by an early power shift and has a starting time between 1000 and 1300 hours. Third shift is supplemented by a late power shift and has a starting time between 1900 and 2100 hours. This increases field strength during early afternoon and evening hours when the service demand is higher.

The districts provide uniformed patrols in a variety of ways. In addition to marked vehicle and foot patrols, each district contains a Mountain Bike Squad. These officers provide a full range of police services. The district efforts are supplemented by mounted and canine patrols.

Each district has an investigative unit commanded by a lieutenant. This unit investigates crimes occurring within the district. When necessary, the unit coordinates these investigations with the Criminal Investigation Section (CIS) of the Investigations Bureau.

Each district fields a Neighborhood Squad, which is supervised by a sergeant with officers assigned to each individual neighborhood. These officers perform the full range of police duties in addition to serving as a liaison with the community. The neighborhood officer is the linchpin of the Community Oriented Policing effort.

Each district fields a Violent Crimes Squad (VCS) consisting of seven officers and a sergeant. VCS officers concentrate on responding to and investigating reports of violent crimes. They also serve outstanding warrants to arrest and incarcerate the subjects committing these violent crimes.

Each district assigns officers to perform specialized law enforcement tasks that include crime prevention, community relations, vice enforcement activities, traffic control, crime analysis and warrant service.

**Event Planning Unit**, commanded by a lieutenant, plans for police presence at special events, coordinates the response of all City departments and handles permits. As the vast majority of these major events occur in the downtown and riverfront area, the Event Planning Unit is organizationally placed in District One. Should a major event occur in another district, the Event Planning Unit assists that district's personnel in ensuring a proper police presence is maintained.

**Downtown Services Unit** is commanded by a lieutenant and staffed with personnel who are responsible for the policing of the Central Business District. Uniformed patrol officers who are assigned to this unit provide a police presence to the Downtown neighborhoods. Through the use of foot, bicycle, and motorcycle patrols, officers will be able to interact with downtown merchants, residents and customers.

**PATROL ADMINISTRATION**, commanded by two captains, coordinates and reviews reports and other information submitted by the districts and night chief. He serves as the deputy commander of the Patrol Bureau and, for administrative purposes, supervises the COP Coordinator.

**Community Oriented Policing (COP) Coordinator** is a lieutenant responsible for the progression of the COP philosophy in the Department. The COP Coordinator guides the districts' COP sergeants and neighborhood officers as they work to develop neighborhood based collaboratives with citizens. The COP Coordinator serves as the clearinghouse for information on community policing.

The **NIGHT CHIEF** is responsible for providing a command presence for the Police Department during the evening and overnight hours. This captain position carries Department-wide responsibilities.

### **TACTICAL PLANNING / SPECIAL WEAPONS AND TACTICS (SWAT)**

commanded by a lieutenant, engages in planning and preparation for critical incidents including terrorist threats and civil disorder. Other functions include acting as a liaison with businesses, organizations, and government agencies, training Department and City personnel, and acquiring and deploying new strategies and equipment. All SWAT officers have full time responsibilities in the various districts, sections and units. SWAT trains as a unit on a regular basis and responds to hostage, barricaded person and other high-risk situations as needed. SWAT is composed of two elements - Tactical and Negotiations. These units compliment each other and both report to the SWAT Commander.

**SPECIAL SERVICES SECTION**, commanded by a captain, is responsible for the Park and Traffic Units.

**Park Unit**, commanded by a lieutenant, is responsible for patrol of the City's 141 park areas, which encompass 4,765 acres of land. This unit is committed to providing a more visible police presence and improving safety in City parks. Other responsibilities include response to citizen requests for assistance,

enforcement of criminal and traffic laws, regulation of non-criminal conduct, reporting incidents and offenses, investigation of criminal activity and enforcement of park rules. The Park Unit is responsible for the planning and coordination of events in the parks. The Park Unit Commander is also responsible for the supervision of the Canine and Mounted Squads.

**Canine Squad**, supervised by a sergeant, is responsible for assisting district officers in high-risk search situations. On a cooperative basis, in conjunction with the mutual aid agreements, the canine teams can be used by other police agencies within Hamilton County, with approval of a command officer.

**Mounted Squad**, supervised by two sergeants, directs all equestrian activities including scheduling, training, stable management, veterinary and farrier services. The Mounted Unit provides an added dimension to policing: visibility, mobility and travel into areas not accessible by any other vehicles. Mounted Unit officers patrol all areas of the City, including the downtown business district, with emphasis on Fountain Square and the Central Riverfront. The unit is also available to provide special services to the districts upon request.

**Traffic Unit**, commanded by a lieutenant, is responsible for coordinating the Department's traffic efforts. It has staff supervision over the Department's

selective enforcement program and other specialized traffic related programs.

The responsibilities of this unit include radar and intoxilyzer training and certification, fatal accident investigation, assisting the Federal Aviation Administration (FAA) and the Ohio State Patrol (OSP) in aircraft crash investigations and assisting the Ohio Department of Natural Resources (ODNR), Division of Watercraft, in boat crashes. The unit also acts as a liaison and an implementation site for state programs such as the seat belt and holiday drunk driving programs. The unit supervises and coordinates private police officers, school crossing guards and the Public Vehicles/Private Police Squad.

## **RESOURCE BUREAU**

**T**his bureau, commanded by an assistant chief, performs a variety of functions that support the operation of the Department. It oversees the operation of the Evidence/Property Management Section, Fiscal and Budget Section, Information Technology Management Section, Police Communications Section, and Inspections Section. It is responsible for maintaining auxiliary services, which include answering citizens' calls for police, fire and emergency medical services, budgeting, upgrading/maintenance of computer systems and World Wide Web page construction and management.

**EVIDENCE/PROPERTY MANAGEMENT SECTION**, commanded by a lieutenant, is responsible for any property held by the Department for the courts or other purposes.

**Court Property Unit**, supervised by a sergeant, tracks, maintains custody, and disposes of items found, confiscated, forfeited or held as evidence. It is responsible for auctioning unclaimed property and for the destruction of drugs and weapons.

**Impound Unit**, supervised by a sergeant, receives, secures, and disposes of impounded and seized vehicles. These originate from DUI and suspension arrests as well as law violations. It auctions unclaimed and forfeited vehicles, and

exercises supervision of private towing companies on the police rotation towing list.

**Supply Unit** is supervised by a sergeant. This unit orders, receives, stores and distributes items needed by the Department to maintain normal operations. This responsibility includes paper forms, firearms and related equipment as well as uniform orders and maintenance. This unit receives supply requisitions from the other Department units and directs an annual inspection of uniform parts and other Department issued equipment.

**Fleet Management Unit** is managed by an Automotive Equipment Supervisor who ensures the vehicular needs of the Department are met. The unit plans for future vehicular needs, maintains a liaison with the Division of Fleet Services and monitors vehicle usage by Department personnel. This is accomplished by maintaining records of mileage, service, accidents and damage involving Department vehicles, as well as from periodic and special reports.

**FISCAL AND BUDGET SECTION** is directed by a civilian Supervising Accountant. The primary functions are the preparation and administration of assigned program budgets and the effective control and audit of the Department's expenditures. Other functions of this section include administration and maintenance of all the Department's payroll records, review, analysis and approval of all financial documents, and coordinating the Department's capital improvements. It controls financial statements and

reports for the Department's general operating and restricted purpose funds and enforcement of the City's false alarm and direct alarm system ordinances. The alarm enforcement responsibilities include issuing warning letters and penalty notices, recommending charges be initiated against individuals and businesses that have excessive false hold up and burglar alarms, collecting fines and responding to penalty appeals from subscribers.

The **Grant Unit** is commanded by a lieutenant. It is responsible for reviewing current publications for available funding, preparing and submitting grant applications and administering the grant programs. They also monitor and audit all of the grant projects.

**INFORMATION TECHNOLOGY MANAGEMENT SECTION**, commanded by a lieutenant, assists and supports all levels of the Department in planning, installation and utilization of information technology. It is responsible for fulfilling the computer/technology needs of the Police Department, including business computers, networking, application services, etc. This unit also coordinates and serves as a focal point for the communications between the Internet worldwide community and the Police Department. The section commander represents the Department at information technology related meetings.

**COMMUNICATIONS SECTION**, commanded by a captain, operates a combined police, fire and EMS radio communications system. The section receives all citizen

requests for police, fire and emergency medical service. All police operations are dispatched from this section. Reports of stolen and recovered vehicles and license plates are processed by this section. Dispatchers use computer aided dispatching (CAD) and an enhanced 911-phone system. The unit also coordinates the use of Department telephones (including cellular), pagers and MDTs. The section maintains computer interface with the National Crime Information Center (NCIC), Ohio Law Enforcement Automated Data Systems (LEADS) and the Regional Crime Information Center (RCIC). The section maintains a teletype service to all local news media. Police Communications Section provides intra-Department mail service.

**Telephone Crime Reporting Unit (TCRU)**, supervised by a sergeant, receives and processes minor complaints and offense reports by telephone.

**INSPECTIONS SECTION**, commanded by a captain, monitors the activity of the Department through staff inspections and unannounced inspections conducted on a random basis. The Inspections Section also coordinates the Department's random drug-testing program. At the annual uniform inspection, this section monitors the condition of issued equipment and ensures compliance with Department dress and grooming standards. Inspections Section also conducts critical reviews of all use of force incidents and serves as the Department's central record repository for all use of force incidents. This section is also responsible for ensuring the Department meets CALEA standards.

**Court Control Unit**, supervised by a sergeant, maintains a liaison with the local judiciary and manages police officer attendance in court by monitoring officers' court appearances. This unit verifies attendance, time spent in court by officers, as well as ensuring the Police Department dress and grooming standards are met. The Court Control supervisor randomly visits courtrooms to monitor officers' testimony and case preparation.

**Detail Coordination Unit**, supervised by a sergeant, coordinates all outside employment extension of police service details. This unit also maintains the Police Department's outside employment activity records for all officers. These records are reviewed monthly to ensure compliance with Department policy. The Detail Coordination Unit supervisor also conducts audits and random inspections of outside employment details.

**Accreditation Unit**, supervised by a sergeant, is responsible for the daily activities required to maintain the Department's accredited status by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The unit develops and maintains the required proofs of compliance, functions as a liaison with the other Department components regarding accreditation matters, and is the liaison between the Department and CALEA.

## **INVESTIGATIONS BUREAU**

**T**his bureau is commanded by an assistant chief. It consists of the Central Vice Control Section and the Criminal Investigation Section. This bureau handles investigations and gathers intelligence involving vice activity, homicides, sex crimes, crimes against children and property crimes.

**CENTRAL VICE CONTROL SECTION**, commanded by a captain, is responsible for the operation of the General Vice Enforcement Unit, Narcotics Unit, Street Corner Unit, Asset Forfeiture Unit, and Pharmaceutical Diversion Unit.

**General Vice Enforcement Unit**, commanded by a lieutenant, enforces laws related to liquor, prostitution, gambling, drugs, obscenity, pornography and regulatory violations. It coordinates Department enforcement activity in these areas and provides a central repository for related records and vice intelligence information.

**Narcotics Unit** personnel are assigned to the Regional Narcotics Unit (RENU), a multi-agency organization investigating primary sources for the suppliers of illicit drugs into Greater Cincinnati.

**Street Corner Unit**, commanded by a lieutenant, is responsible for undercover personnel working specifically on street drug sales.

**Asset Forfeiture Unit**, supervised by a sergeant, is responsible for assuring all seized and/or forfeited assets are appropriately processed through the federal and local court systems.

**Pharmaceutical Diversion Unit**, supervised by a sergeant, is responsible for the investigation of illegal diversion of pharmaceutical drugs and health care fraud. These investigations focus on health care professionals who are diverting drugs.

**CRIMINAL INVESTIGATION SECTION (CIS)**, commanded by a captain, is comprised of the Homicide Unit, Personal Crimes Unit, Major Offenders Unit and Intelligence Unit.

**Homicide Unit**, commanded by a lieutenant, investigates homicides, all violent or suspicious deaths, fire deaths, police shootings, police use of force resulting in hospitalization, prisoner's death while in custody, potentially fatal assaults, felony patient abuse and neglect cases, kidnapping and abduction. The Homicide Unit maintains a central file of confiscated weapons. The unit administers the Department's Robbery Apprehension Program (RAP). The unit is the Department's liaison with the Hamilton County Coroner's Office. The Homicide Unit is also responsible for the direct supervision of the Criminalistics Squad.

**Personal Crimes Unit**, commanded by a lieutenant, is responsible for investigating rapes and other sexual assault offenses, missing persons, child stealing and certain other crimes against children. It acts as a liaison with the Hamilton County Juvenile Court and other social support organizations. The unit also coordinates and schedules all polygraph and computer voice stress analyzer examinations.

**Major Offenders Unit** is commanded by a lieutenant. It coordinates citywide investigative efforts for burglary, auto theft, fencing of stolen property and organized criminal activity. The unit is responsible for the operation of the Financial Crimes Squad which conducts investigations of financial institution robberies, fraud, forgery, credit card fraud, check embezzlement, extortion, coercion and bribery offenses. The unit administers the Crimestoppers and Rapid Indictment programs.

**Intelligence Unit**, commanded by a lieutenant, gathers, analyzes, stores and disseminates information concerning organized crime, terrorist activity and criminally violent groups. The unit monitors threats against public safety, threats against public officials and threats against police officers. It maintains a network of communication with regional and national intelligence organizations.

## **ADMINISTRATION BUREAU**

**T**his bureau is commanded by an assistant chief who coordinates and performs inter-bureau planning tasks and conducts special research evaluation studies. This bureau consists of the Internal Investigations Section, Planning Section, Records Section, Personnel Section, Youth Services Section and Special Projects. It is responsible for the DARE Program and School Resource Officer Program.

**INTERNAL INVESTIGATIONS SECTION**, commanded by a captain, is responsible for investigating citizen complaints of a serious nature, complaints of alleged police misconduct, and use of force incidents that result in serious injury or death. This section coordinates pre-disciplinary hearings in conjunction with the Department hearing officer(s) and coordinates investigation of complaints referred by the Office of Municipal Investigation.

**PLANNING SECTION**, commanded by a captain, is responsible for planning, research, and the development of programs that maximize the effective use of Department personnel and resources. Planning Section is also responsible for developing forms and procedures, conducting legal research, long-range planning, crime analysis and mapping.

**RECORDS SECTION**, directed by a civilian Director, receives, reviews and files most criminal offense reports, auto accident reports and related records. This includes reports

of offenses committed, criminal and traffic arrests, missing persons, homicides and gun registrations. It is responsible for maintaining the Department's computerized criminal and traffic arrest/conviction histories, entering data to generate criminal and traffic court dockets, court information sheets and statistical reports. This section processes traffic violation citations, Ohio Crash Reports and applications for firearm transfers and registration.

**PERSONNEL SECTION**, directed by a civilian Director, maintains employee personnel records, monitors performance ratings and maintains a liaison between Police Department employees, the Employee Health Service and the Police psychologist. It monitors injured with pay (IWP) and sick with pay (SWP) time usage, maintains records concerning the Police Department's Affirmative Action Plan, prepares the Police Department's response to Equal Employment Opportunity complaints and coordinates personnel assignments.

**Employee Relations Unit** is responsible for employment contract administration.

The unit sergeant is also responsible for acting as a liaison with bargaining units representing Department employees, personnel relations, police retirements and the preparation of documents or special personnel studies required by the Police Department.

**YOUTH SERVICES SECTION**, commanded by a captain, is responsible for the administration and services related to juveniles. Youth Services Section includes the Drug Abuse Resistance Education (DARE) Unit and School Resource Officer (SRO) Unit. This section is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. The responsibility for participating in or supporting the agency's juvenile operations function is shared by all agency components and personnel.

**DARE Unit**, supervised by a sergeant, is responsible for implementing and coordinating the DARE program. Kindergarten through eighth grade classes are instructed by police officers in all Cincinnati Public schools and selected private schools. Fundamental courses are given to kindergarten through fourth grade students. The core of the program is taught to fifth grade students and upon successful completion they graduate from the DARE course. Reinforcement classes are then given to students in grades six through eight.

**School Resource Officer (SRO) Unit**, supervised by a sergeant, consists of uniformed personnel working in the schools providing community police services to the school population.



# The InfoSec Scribe

City Of Cincinnati

Volume 1, Issue 1

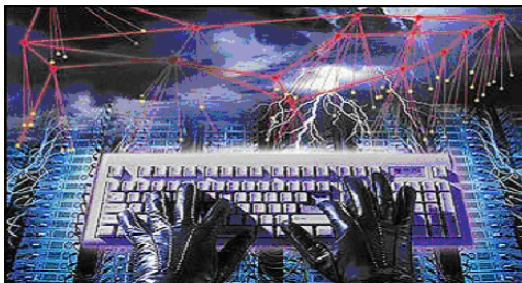
February 2003

## InfoSec Scribe Now in Print!

Hello and welcome to the first edition of the City of Cincinnati's InfoSec Scribe, a periodic publication designed to help city employees and our business partners better understand the city's posture toward information security (InfoSec).

In October of last year, the City Manager's office announced creation of the Information Security Officer (ISO) to lead the City's Information Security Program. The ISO reports to the City Manager's office through the Regional Computer Center (RCC). The RCC has been charged with the responsibility of executing the Information Security Program.

One of the primary goals for an InfoSec Program is provide opportunities for employees to learn and understand why we have certain policies and procedures in place. Additionally, the program will also strive to provide a forum (or set of forums) for employees to be able to ask questions on security topics. As you will see in this issue, we have started working on these goals. We are announcing an InfoSec-focused section to the City's Intranet, explaining why the City needs an Information Security Program, revisiting the City's existing Internet and E-mail policy and



providing you with some quick tips on passwords in our 'Did You Know' section.

Our goal is create a newsletter that helps our clients---you! Please take a few minutes to review our newsletter. If you like it, please tell us. If you don't like it, please tell us. (Can you think of a better name for our newsletter?) Likewise, if you would like to see something added, please tell us. All comments can be addressed to [infosec@rcc.org](mailto:infosec@rcc.org).

## City's InfoSec Website Added to Intranet.

Recently the City added an Information Security Website to the existing Intranet. This site was designed to provide the city's employees and business partners with the opportunity to easily locate the City's information security policies, updated threat information, answers to commonly asked questions and a direct link to contact the City's Information Security Services arm of the Regional Computer Center.

The website can be reached at <http://citynet.rcc.org/infosec>



### Inside this issue:

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### Top Five Viruses for January 2003

1. *W32/Klez.H-mm*
2. *W32/Sobig.A-mm*
3. *W32/Yaha.Kle2a2*
4. *W32/Yaha.E-mm*
5. *W32/SirCamA-mm*

*Detailed information on these viruses can be found through <http://www.trendmicro.com/vinfo/virusencyclo/>*



## Why Have An Information Security Program?

One of the most important assets of a city government is its information and the City is legally obligated to make certain that such information is managed within the frameworks prescribed by law and regulation. The value and criticality of these informational assets require the implementation of a formal Information Security Program to meet these legal and moral responsibilities. The major goal of the Information Security Program is to enhance the productivity of the government organization while maintaining the integrity, confidentiality, and availability of the city's informational assets.

A city government is a unique business entity. This is evident when one considers the threats that government now faces, the diversity of the operations of its agencies, the various governing laws and statutes, multiple sources of funding and the interaction between elected and appointed officials throughout the city. This uniqueness requires a correspondingly unique Information Security Program, one that is tailored to a local city government. The information assets of a city government includes all data, in any form, and all data systems located anywhere within the city's jurisdiction. The diversity of these assets, and the foreign and domestic threats to them, further complicate the task of information security. The threat to one asset may be integrity, the threat to another may be confidentiality, and to yet another may be availability. Consider, the following examples:

- ◆ What could occur if the city's Supervisory Control and Data Acquisition (SCADA) systems were accessed and unauthorized modifications were made?
- ◆ What would occur if the criminal or health records from Employee Safety, the City Prosecutor, Police or Probation offices were accessed and unauthorized modifications were made?
- ◆ What if the 911 system was taken down?



**The major goal of the Information Security Program is to enhance the productivity of the government organization while maintaining the integrity, confidentiality, and availability of the city's informational assets.**

It becomes apparent that a breach in the security of some of these information assets could have catastrophic consequences.

One of the greatest information security challenges is that there are no guarantees. It has often been said that, for a computer to be completely secure, it should be left in its box—and sealed. The task is to build an Information Security Program that is established on business rules and reasonable security measures (Defense in Depth), with an underlying acceptance of risk to assure a “good-faith effort” is achieved. A “good-faith effort” is a legal term described in the United States Federal Sentencing Guidelines and becomes an essential indicator of an organization's level of effort and concern as well as the adequacy of its security programs. Implementing an Information Security program built on established best practices will not only help absolve the city government and senior management from potential liability by demonstrating a “good-faith effort”, but effectively, through threat avoidance, provide a level of security that will enhance the productivity of the organization and the quality of life of its constituents.

Another unique aspect of being a city government is the ability—or necessity—to share information with other levels of government—including the federal, state and other local governments. This interconnectivity exists for the benefit of increased productivity. In others, law mandates it. What threat does this pose to our systems and resources? As the saying goes, the chain is only as strong as its weakest link. Security embraces that same analogy. For example, if one government's network is secure, but is interconnected with another government's network that is vulnerable, (i.e., the weak link) then both networks are vulnerable. Historically, attackers will first penetrate the weak network and then “hop” through the interconnection to the secure network. Because we must connect with each other and other levels of government, what can be done? A level of confidence or trust must be established between each entity. For one party to connect to another, it is necessary to trust that the other party is secure. It is the intent of the City's Information Security Program to provide this level of trust or confidence to our business partners.

*Article adopted from the California Counties “Best Practices” Information Security Program.*



## Reviewing the City's Internet and E-mail Policy

The following guidelines were established for Internet access and electronic mail exchange over the City of Cincinnati's Wide and Local Area Networks.

### 1. Definitions

**A. Internet Access:** The ability for any personal computer to connect to the worldwide network of computers known as the Internet and to access Internet-based applications such as Newsgroups, Gopher, File Transfer Protocol (FTP), Telnet, Wide Area Information Services (WAIS) or the World Wide Web (WWW or web).

**B. Electronic Mail (E-mail):** Network of computer hardware and software that permits the sending and receiving of electronic messages from one personal computer to another.

**2. Privacy:** The City of Cincinnati respects the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of government owned equipment or supplies. This includes the components that permit City employees to connect to the Internet and to utilize the E-mail system.

**3. Security:** The Internet and electronic messaging are not secure. Employees should assume that all transmissions over the Internet via Email or other means are publicly available information that can be intercepted by individuals other than the intended recipient(s). To promote security, employees should refrain from sharing passwords or other access codes with non-authorized individuals. Each City employee is responsible for actions conducted under his or her E-mail name or Internet account.

**4. Right to Access Information:** All Internet access and E-mail routing is logged and considered public information. The City's Internet connection and E-mail network are property of the City of Cincinnati and therefore are under the control of City management. This includes the contents of all E-mail messages, which are subject to management review at anytime, for any reason, without prior consent. Management has the right to revoke the Internet or E-mail privileges of any individual for any reason.

**5. Personal Use of Resources:** Internet connectivity provides City employees with access to information resources that can be used in the fulfillment of their job responsibilities. Likewise the City's enterprise Email system provides access to external information providers in addition to promoting communication among employees. All systems are intended for official government use, similar to the City telephone system.



**6. Appropriate Use/Representation:** Use of the Internet and E-mail network for pursuit of City goals, objectives, and activities is authorized. The City of Cincinnati encourages employees to use the Internet and Email network for professional activities and career development. Employees are responsible for adhering to all established Internet and E-mail customs, rules and guidelines. At no time should any user access files or information other than their own private directories or areas/files that have been identified as publicly available.

Each user should properly identify himself/herself when using any Internet service. All persons accessing the Internet or the City E-mail system should be aware that they are representing the City of Cincinnati and that what they say may be interpreted as a City of Cincinnati opinion or policy.

**7. Inappropriate Use:** The City's Internet connection or Email system may not be used in any way that may seem as insulting, disruptive, or offensive by other persons, or harmful to employee moral. Examples of inappropriate uses include, but are not limited to:

- A. Sexually explicit or obscene materials or remarks.
- B. Profane or vulgar language.
- C. Any comments or materials that may be construed as discriminatory, insulting or defamatory to others.
- D. Messages containing unwelcome propositions or love letters.
- E. Chain letters or other mass electronic mailings.
- F. Use of the system for political campaigns, endorsements, opinions or any other political activity, where citizens at large vote.
- G. Solicitation of funds for commercial, personal, religious or charitable causes not sponsored by the City.
- H. Promotions of social functions, parties or other non-job related activities.
- I. Personal use on City time.
- J. Use that does not meet the primary goals or interests of the City of Cincinnati.

**8. Violations:** Violation of these guidelines can result in disciplinary action, up to and including dismissal.

This policy can be viewed on the City's Intranet website at <http://citynet.rcc.org/ppp/chapter9.html>

## City Of Cincinnati

Valerie A. Lemmie, City Manager  
Ralph Renneker, Director, Regional Computer Center

Ken Buszta, Information Security Officer  
Information Security Services  
805 Central Avenue

Email: [Infosec@rcc.org](mailto:Infosec@rcc.org)

"Creating a safe way to share  
information."



We're on the web at  
<http://citynet.rcc.org/infosec>

Information Security Services operates under the guidance of the City Manager's Office through the Regional Computer Center. Its main mission is to enhance the productivity of the government organization while maintaining the integrity, confidentiality, and availability of the City's informational assets.

For more information on the City's Information Security Services Offerings, please contact us at [infosec@rcc.org](mailto:infosec@rcc.org)

# 81.5%

*The percentage increase in new  
undocumented Internet  
vulnerabilities from 2001 to 2002.*

*Source: Symantec Internet Security Threat Report, 02/2003*

## Did You Know?

Did you know that the average password can be "guessed" in less than ten seconds by simple password-cracking software? That's because the average password is, in fact, a word. It's child play for computer software to compare your password to a built-in dictionary and a list of common names. Some programs even check the same list of words spelled backwards. It's also easy for other people to guess when you use well-known facts about yourself, such as your birth date, favorite sports team, or spouse's name, etc. Who would go through such trouble? You might be surprised!

Let's not take any chances. Creating effective and easy to use passwords is easy when you start with a common everyday object and apply the following tips.

- ◆ Include both letters and numbers (Example: g7d9d43a)
- ◆ Where systems permit, use special characters such as # \$ % ^ \* & !
- ◆ Intentionally misspell words (Example: mispeling )
- ◆ Use phrase or combine words (Example: Use the phrase "There are 9 innings in a baseball game." for the password "Ta9i1abg.")
- ◆ Do not use familiar names or personal information (Example: avoid items such as team names (Bengals), family names, birthdates, favorite food, etc.)
- ◆ Use upper and lower case
- ◆ Use at least eight characters (Example: Beng2016)
- ◆ Avoid words found in a dictionary. (Most password guessing programs have a dictionary capability.)

Lexington  
Fayette  
Urban  
County  
Government



DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF POLICE

Colonel Thomas H. Streicher, Jr.  
Chief of Police  
Cincinnati Police Department  
310 Ezzard Charles Drive  
Cincinnati, Ohio 45214-2805

Dear Chief Streicher,


February 26, 2003

Please allow this correspondence to serve as a letter of appreciation for the assistance provided by Officer Art Schultz (Street Corner Unit). Narcotics traffickers from the Cincinnati area have plagued the Lexington community. One of the subjects who was recently arrested for drug charges feigned injury and was transported to the University of Kentucky Medical Center for treatment. The subject advised police officers false information concerning his identity and age but claimed Cincinnati as his home. While being treated in the emergency room at the hospital, the subject escaped police custody and remained at large for a time.

From the original information that I was able to provide Officer Schultz, he determined that the subject was David Hodges. I was able to advise some physical characteristics (tattoos) and transmit some photographs of the subject via email to Officer Schultz. With that information, Officer Schultz was able to confirm the identity of our wanted suspect as David Hodges. Officer Schultz was able to notify me that Hodges was currently lodged at the Juvenile Justice Center in Cincinnati faced with numerous felony charges. The case officer was able to complete his investigation and place the appropriate charges (including Trafficking Marijuana w/in 1,000 Yards of a School, Possession of a Defaced Firearm, and Escape 2<sup>nd</sup> Degree).

Officer Art Schultz went above and beyond to call of duty to assist us in determining the identity of our escaped subject. Officer Schultz is a true professional and is an asset to you, your department, and the citizens of Cincinnati. Thank you very much for your assistance in this matter.

Respectfully

  
Detective Keith J. Ford  
Lexington Division of Police  
Narcotics Enforcement Unit

150 East Main Street • Lexington, KY 40507 • (859) 258-3600

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920 Elm Street  
Cincinnati, OH 45202  
(513) 621-0952  
Fax (513) 621-6531

February 25, 2003

Chief Tom Streicher  
Cincinnati Police Division  
310 Ezzard Charles Drive  
Cincinnati, Ohio 45214

Dear Chief Streicher,

On Thursday afternoon, February 20, 2003, personnel working at Cappel's Annex, observed and recorded on our security cameras, a man who was shoplifting merchandise from our store. At 3:00 PM a call was placed to 911 to request police assistance. At 3:04 PM Officers Kreider and Hennie entered the store just as the suspect was about to exit. Bike Officer Ron Dammert joined Officers Kreider and Hennie shortly thereafter. The officers searched the suspect and not only recovered Cappel's property but found numerous drugs and drug paraphernalia in his possession. They indicated he would be charged with felony drug violations.

I would like to commend Officers Kreider, Hennie and Dammert for their quick response, their professionalism, and the courtesy that they exhibited during this situation.

Please extend our gratitude to these officers for their fine service.

Also, please extend our "thanks" to the entire department for the great job they do in helping the community on a 24/7 basis. Your presence is truly appreciated!

Sincerely,

Rich Cappel, VP  
Cappel's Inc.

cc: Captain Jim Whalen

February 20, 2003

Letters to the Editor  
The Cincinnati Enquirer  
312 Elm St.  
Cincinnati, Ohio 45202

Dear Editor:

I would appreciate publication of this letter as a means of thanking our police department and the courts for the fine jobs they do, and to recognize a member of our community for an unselfish act that brought a man to justice.

On the morning of October 10, 2002, my car was hit and totaled by a hit-and-run driver in the area of Xavier University. Mr. Tom Kelly, a driver who witnessed the event, followed the hit and run driver. He was able to observe this individual cross the line several times while driving away from the scene of the accident, and when the driver stopped to see if there was damage to his own car, Mr. Kelly was able to take down the number of his license plate.

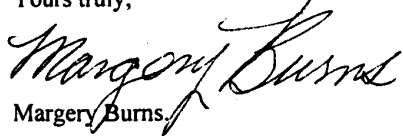
At the time my car was hit, the Xavier University security officers called the city police department. Within a few minutes, Officer Tanya Cook appeared and calmly took charge, getting the facts of the accident. While doing this, Officer Cook got a call on her cell phone and she told me she had been informed that Mr. Kelly had gotten the license number of the hit and run driver. She also had the courtesy to call me later and provide me with the name, address, and telephone number of Mr. Kelly so I could thank him properly.

After the accident, Officer Kevin Osuna was assigned to help me and has been most considerate and courteous in transporting me to court as well as coordinating the many details for our court appearances along with Sgt. Bill Coombs and Officer Jon Kalusek.. Many other individuals from the police department were also involved, visiting the lot to take pictures of the damage to my car. In all my dealings with the police department, the court system, and the attorney from the Public Defender's Office who politely took down the facts of the case. I have been very impressed on how well everyone worked together and the constant courtesy that I was shown.

Finally, in looking for a way to thank Mr. Kelly, I called the Maisonette to ask about bringing Mr. Kelly and his wife there as my guests. After hearing the story, the Maitre d', Mr. Tommy Kirchner, immediately offered to have this couple as their guests for dinner in order to honor such a fine act of public service.

I would like to express my appreciation to the police, the courts, the Maisonette, and to Mr. Kelly himself for his selfless act. As a first-time "victim", this experience was a wake-up call that helped me discover all the support services available to me. And, because one citizen was willing to be something more than a bystander, justice could be served.

Yours truly,

  
Margery Burns

cc: Chief Thomas Streicher  
Mr. Tommy Kirchner

## 12.265 WRECKER AND TOWING

### **References:**

Procedure 12.200 - Snow Emergencies and Hazardous Road Conditions  
 Procedure 12.270 - Impounding, Moving, and Release of Vehicles  
 Procedure 12.275 - Removal of Abandoned Junk Motor Vehicles (Public or Private Property) and Overtime Parked Vehicles  
 Procedure 12.420 - Reporting Vehicle Thefts and Related Offenses  
 United States Supreme Court Decision: Colorado v. Bertine, 55 LW 4105.  
 Standards Manual 61.2.2, 61.4.1, 61.4.2, 61.4.3, 1.2.4

### **Purpose:**

To provide a procedure for towing vehicles.

To specify the type of wrecker used and towing destination for each situation requiring the use of a wrecker.

To ensure inventory searches of vehicles are conducted within the guidelines of all applicable laws so that citizens' 4<sup>th</sup> Amendment rights are protected.

To ensure the proper handling and protection of property found within towed vehicles.

### **Policy:**

Cincinnati Police Department personnel will conduct a thorough inventory search of all vehicles taken into custody per Cincinnati Municipal Code (CMC) Section 513-1.

The towing officer will immediately notify Police Communications Section (PCS) whenever a vehicle is towed or moved. This includes but is not limited to the following: rotation tow, special event tow, contract wrecker tow, junk tow, peak travel hour tows etc. Notification can occur via radio (signal 38), phone or fax.

An exception to this procedure is snow emergencies. During a snow emergency, follow Procedure 12.200, Snow Emergencies and Hazardous Road Conditions. Notification is not necessary when private wreckers tow vehicles involved in a crash.

**Procedure:**

**A. Use of Wreckers**

1. A private contract wrecker is available through the Impound Unit, Monday-Friday, and personnel will use it to:
  - a. Move and spot vehicles at the Impound Unit
  - b. Tow vehicles from the Impound Unit to the Coroner's Office, court, etc.
  - c. Tow vehicles from district storage
2. Officers will use rotation wreckers for all other tows or moves. Officers may also use rotation wreckers for the following:
  - a. To remain with a police officer at major events such as parades, or for keeping traffic routes clear.
    - 1) Payment for rotation wreckers comes from the Police Department budget. Wreckers remaining with a police officer will receive payment for each vehicle towed or the pre-established hourly fee, whichever is greater.
  - b. To remain with a police officer to move several vehicles from a snow emergency route, or under other circumstances where they must move several vehicles.
  - c. To haul heavy objects, such as a safe.

3. Police personnel needing a wrecker for a City vehicle will contact their district/unit desk officer who will call Fleet Services at the Municipal Garage. Fleet Services will contact the Channel 8 operator who will dispatch a wrecker from the Department wrecker rotation list. A Form 369, Towing Report, is not needed.

B. Request for Wrecker Service

1. Field personnel will initiate requests for wrecker service by calling PCS by radio, telephone or MDT (to CH08).
  - a. When officers use the radio, they will give their car number and "Signal 38," indicating the need for the service of a wrecker.
2. The PCS dispatcher will request the officer's location and advise the officer to switch to Channel 8. To help the Channel 8 operator determine the type of wrecker and equipment to dispatch, the officer will give the following information:
  - a. Location, make, model and vehicle license number, or VIN if there is no license plate
  - b. Reason for request
  - c. Conditions that will affect wrecker type and equipment needed:
    - 1) Tires: up, flat, or missing
    - 2) Wheels: straight, turned in, etc.
    - 3) Is vehicle overturned, off roadway, over embankment, etc.
    - 4) Size and type of vehicle such as pick-up truck, semi, 2-ton, motorcycle, vehicle with fiberglass body, vehicle with accessories hanging below bumper, 4 wheel drive etc.

5) In parking garage with low ceiling

C. Impoundment of Semi-trailers

1. PCS will attempt to locate a qualified CDL driver to drive the semi-trailer to the impound lot. If a qualified CDL driver is not available, PCS will arrange for a heavy-duty wrecker to tow the semi-trailer to the impound lot.

D. Improper Use of Wreckers

1. Officers will issue a citation to operators of private wreckers in violation of the following Cincinnati Municipal Code Sections:

506-13 - Following an Emergency Vehicle

506-14 - Following an Emergency or Public Safety Vehicle

506-15 - Gathering at the Scene of Accident

- a. The citing officer will forward a legible copy of the Form 314, Notice to Appear and/or MUTT citation to the Impound Unit.
2. When officers find a rotation wrecker not in compliance with the City Manager's Wrecker and Towing Rules and Regulations, the officer will advise a supervisor. The supervisor will prepare a Form 17 giving full details. The supervisor will then forward the Form 17 through channels to the Police Chief. This includes:
  - a. Slow or no response
  - b. Improper or lack of equipment
  - c. Failure to display Police Rotation (PR) sticker when towing off the police rotation list.
  - d. Any other noncompliance with the rules and regulations. The rules and regulations are on file at the Impound Unit.

- 1) Failure to comply with these rules and regulations can result in suspension or removal from the rotation-towing list.

E. Reporting Towed or Moved Vehicles

1. In all cases where officers use a commercial wrecker for impoundment or move only purposes, the officer will remain with the vehicle and will furnish the wrecker driver with a written order to tow. The towing officer will immediately notify PCS for every towed or moved vehicle. The notification can occur via radio (signal 38), phone or fax.
  - a. The wrecker operator will be given the yellow copy of the Form 369 for auto theft recoveries. The white and yellow copy of Form 369 will be given to the wrecker operator for all other types of towed vehicles. Officers will route copies as per Procedure 12.270.
  - b. Officers will report a move only on a Form 369, as required per Procedure 12.270.
    - 1) If a wrecker moves a vehicle to a location other than the Impound Unit, such as a district or the Coroner's Office, and subsequently the vehicle is moved to the Impound Unit, a Form 369 must accompany the vehicle.
  - c. Officers will report vehicles towed for violation of signs erected to expedite traffic during morning and evening peak travel hours on a Form 369.
2. Officers will record vehicles involved in crashes and towed by private wreckers on a Form OH-1, State of Ohio Traffic Crash Report. It is not necessary to complete a Form 369 or to notify PCS of the tow.
3. All reports regarding the removal of vehicles (moved or impounded) will include, in addition to the requested information, on the form:

- a. A specific list of the damages on the vehicle in the space provided on the Form 369.
- b. Additional information in the "Narrative" block of a Form 301, Incident Report, for auto theft recoveries. Entries such as "poor," "fair," etc., are not acceptable.
- c. Property remaining in the vehicle and its location.
- d. The exact reason for towing or impounding the vehicle. If applicable, state the type of offense, offense numbers, etc.

F. Property Contained in Vehicles Towed or Moved

- 1. The officer ordering the tow will complete the inventory search. The inventory search will include the opening of closed containers and the listing of their contents.
  - a. The purpose of the inventory search is not to locate evidence of criminal activity, but to protect the owner's property, protect the Police Department from subsequent claims of loss or stolen property, and to protect Police Department personnel from dangerous items. If there is any doubt, obtain a search warrant or contact the Prosecutor's Office for advice.
- 2. Most property in vehicles removed to private storage areas will be left in the vehicle and under the custodial care of the rotation wrecker operator. An exception to this is visible contraband, evidence, and valuable property.
  - a. Officers will remove from the vehicle all contraband, confiscated property, valuable property, and property held for court. Process all items at the district.
  - b. For purposes of this procedure, valuable property is any one item or group of items having a value of \$500.00 or more.

- c. Items that are in a secured non-visible area of the vehicle, such as the trunk or a lockable storage bin, may remain in this secured area if they do not exceed \$500.00 in total value.
    - 1) If not in a secured area, property up to \$500.00 may be secured in a lockable trunk, if accessible.
  - d. The spare tire, vehicle jack, and lug wrench are considered part of the vehicle and will remain in the vehicle, in the trunk or out of sight if possible. List these on an Incident Report and/or Form 369.
  - e. The occasional flashlight, screwdriver, jumper cables, quart(s) of oil, or dirty clothes may remain in the vehicle.
- 3. The towing officer will call to the attention of the wrecker operator all visible property left in the vehicle being towed.
  - 4. Officers will identify and tag all property removed from vehicles and not held for court or confiscated as "Found Property."
    - a. The Form 330, Property Receipt, should list descriptive data of the vehicle from which the property came.
  - 5. When a vehicle is towed to the district, the towing officer may leave the property in the vehicle until the vehicle has arrived at the district. The officer will then process the property through the district property room or locker.
  - 6. Property will remain in the vehicle towed to the Impound Unit for violation of peak hour restrictions.
    - a. Officers will record on the Form 369 a description of the property remaining in the vehicle and inform the wrecker operator of any such property.

- b. Receiving officers at the Impound Unit will be responsible for approved property left in the vehicle in conformance with this procedure and will process such property in accordance with the Impound Unit Standard Operating Procedure (SOP).
- 7. When Impound Unit personnel find property that should have been processed by the towing officer, they will contact the officer to respond to the Impound Unit to process the property.
  - a. If the towing officer is unavailable to respond, the officer's unit supervisor will be contacted.
    - 1) The towing officer's unit supervisor will have someone respond to process the property.

## 12.412 DOMESTIC VIOLENCE

### **References:**

- Procedure 12.400 - Offense Reporting, Miscellaneous Reporting
- Procedure 12.403 - Victim of Crime Notification
- Procedure 12.410 - Criminal Warrants/Referrals and Private Complaint Program Case Referrals/Dispositions
- Procedure 12.413 - Enforcement of Court Orders
- Procedure 12.555 - Arrest/Citation: Processing of Adult Misdemeanor and Felony Offenders
- Procedure 12.705 - Property Confiscation
- Procedure 12.900 - Processing Juvenile Offenders
- ORC 2903.11 - Felonious Assault
- ORC 2903.12 - Aggravated Assault
- ORC 2919.25 - Domestic Violence
- ORC 2919.26 - Motion for Temporary Protection Order; Form
- ORC 2919.27 - Violating Protection Order or Consent Agreement
- ORC 2935.03 - Officer's Authority to arrest without warrant; pursuit outside jurisdiction
- ORC 2935.032 - Policies and procedures for responding to alleged Domestic Violence offense or violation of protection order
- ORC 3113.31 - Definitions; jurisdiction; petition; hearing; protection orders; consent agreements
- USC Title XVIII,  
Part 1, Chapter 110A,  
Section 2261 - Interstate Domestic Violence
- USC Title XVIII,  
Part 1, Chapter 110A,  
Section 2262 - Interstate Violation of Protection Order
- USC Title XVIII,  
Section 922 - Prohibition Against Disposal of Firearms to, or Receipt of Firearms by, Persons Who Have Committed Domestic Abuse
- Standards Manual - 1.1.3, 1.2.5, 1.2.7, 42.1.2, 42.2.1, 55.2.5,

**Definitions:**

**Mandatory Arrest:** Mandatory Arrest is an immediate arrest based on probable cause that the offense of domestic violence has occurred and is supported by some evidence indicating the suspect committed the offense.

**Probable Cause:** Probable cause exists when facts and circumstances within the officer's knowledge and of which he has reasonably trustworthy information are sufficient to warrant a person of reasonable caution to believe the offense has been or is being committed, and the accused is or has committed the offense. Completion of the Victim's Statement section of the Form 655R, Victim Assistance/Citizen Referral, by the victim is probable cause according to Ohio Revised Code (ORC) 2935.03(B).

**Purpose:**

Provide officers with the knowledge to effectively respond to and investigate incidents of Domestic Violence.

**Policy:**

Officers will respond to the scene of reported incidents of domestic violence without delay.

Exercise extreme caution in disregarding backup officers to the scene, even if the offender is no longer present, in the interest of officer safety as well as victim safety. Give consideration to the potential of the offender returning to the scene either while the officer is present or immediately thereafter.

Domestic violence is a violent crime. The involvement of family members does not lessen the use of arrest and prosecution as an effective deterrent.

The Department policy regarding domestic violence is immediate arrest of the offender when probable cause exists. The formal arrest/court process is the most appropriate method of resolution.

Charge all appropriate cases with domestic violence, felonious assault, or aggravated assault in incidents arising out of a domestic violence offense, and make a mandatory arrest. If a felonious assault or aggravated assault is committed in a domestic violence offense, charge the suspect with the appropriate felony charge. Do not, in addition, charge the suspect with a misdemeanor domestic violence.

**Information:**

Under the Domestic Violence Law a fetus is **not** considered a child. If, while investigating a domestic violence incident, the victim advises that she is pregnant and the offender is the father of her unborn child, and no other facts constitute domestic violence, charge with the appropriate assault charge.

If, while investigating a domestic violence incident, the victim has an infant and advises that the offender is the father of the baby, and they do not or have not resided together, charge with assault and domestic violence. The domestic violence is a valid charge under the Putative (supposed) Rule. The assault charge is filed in the event that test results indicate the Putative father is not the father. If blood test results indicate the offender is not the father of the child, the domestic violence charge will be dropped because the blood test eliminates the relationship.

The mother of a child has **sole custody** if:

1. The couple is not married.
2. There is not a court order to the contrary.
3. The child was born on or after 1/1/98.

If the child was born before 1/1/98 both parents are deemed to have equal rights to the child. Officers shall use discretion and good faith when considering the best interest of the child when confronted with this situation.

**Procedure:**

A. Initial Response

1. When Police Communications Section (PCS) receives a report of a domestic violence situation they will dispatch one double unit or two single units and necessary emergency medical aid.

B. On Scene Investigation

1. Upon arrival, responding officers will separate the involved parties. Separation is the most efficient method of gathering the necessary details of the incident as well as protecting all parties from injury when the offender(s) and victim(s) are readily identified.
  - a. Determine the nature of injuries sustained to any parties, and request the assistance of emergency medical services if necessary.
  - b. Give primary consideration to the safety of all parties involved and the immediate cessation of any further violence.
2. Make every attempt to obtain positive identification, a description, destination, and means and direction of travel if the offender is not present upon arrival.
  - a. In an attempt to apprehend the offender this information must be relayed to officers in the area as soon as possible.
3. If probable cause exists and an arrest cannot be made because of the offender's absence, the officers will promptly seek a warrant for the arrest of the person.
  - a. A Form 655R, Victim Assistance/Citizen Referral, will be issued to the complainant for the immediate filing of an affidavit and warrant against the offender.
    - 1) The officer will ensure the complainant completes the Domestic Violence Victim's Statement on the Form 655R and will attach it to the Form 301, Cincinnati Police Department Incident Report.
      - a) Document on the Form 301 if the complainant refuses to complete the Form 655R.
      - b) Transport complainant to ensure signing.

- c) Recommend the victim sign a temporary protection order (TPO) when signing the domestic violence charge.
  - b. If the complainant is physically unable or is unwilling to file charges, the officer will sign an affidavit and warrant for the arrest of the offender.
4. Make every attempt to identify and confirm the primary physical aggressor in the incident. Consider the following elements in this identification:
- a. The history of domestic violence or any other violent acts committed by all parties in the incident
  - b. Whether the violence was committed in the act of self-defense
  - c. Each participant's reasonable fear of the other person based on the person's history of any threatened or committed acts of violence.
  - d. The comparative severity of any injuries sustained by the individuals involved in the incident
5. Base probable cause for arrest of the primary physical aggressor on the following elements:
- a. The victim, or the parent of a child victim, completes a written allegation against the offender
  - b. In the absence of a written statement, any personal knowledge and observation of the incident by the officer
  - c. Any other information, including but not limited to, reasonable trustworthy information given by the alleged victim or any witness to the incident
6. Make a mandatory arrest if the offender is identified, present, or immediately available for arrest.

7. The preferred course of action is to arrest and detain the primary physical aggressor until a warrant can be obtained once probable cause has been established.
  - a. The preferred course of action (arrest) does not apply to incidents in which the primary physical aggressor cannot be identified.
    - 1) Possible course of action would be to arrest both parties for domestic violence if the investigation warrants dual arrest.
8. Conduct the investigation and arrest the accused for the offense of felonious assault if the investigation determines serious physical harm has occurred to a victim, or physical harm has been attempted (or caused) by means of a deadly weapon or dangerous ordinance in a domestic violence offense.
  - a. When the individual committing the felonious assault is not the primary physical aggressor, arrest and charge with the appropriate state section.
    - 1) Arrest and charge the individual in the domestic violence offense who is the primary physical aggressor with ORC Section 2919.25 - Domestic Violence.
9. Conduct the investigation and arrest the accused for the offense of aggravated assault if the investigation determines that a felonious assault was committed by the offender during a "fit of passion or rage" brought about by serious provocation of the victim.
  - a. When the individual committing the aggravated assault is not the primary physical aggressor, arrest and charge with the appropriate state section.
    - 1) Arrest and charge the individual in the domestic violence offense who is the primary physical aggressor with ORC Section 2919.25 - Domestic Violence.

10. If investigation determines both parties committed either the offense of aggravated assault or felonious assault, the primary physical aggressor (if identified) is subject to the "preferred course of action" provision and will be physically arrested until a warrant can be obtained. The other party will also be arrested and charged with the appropriate violation.
  - a. Arrest both individuals, when both individuals committed either the offense of aggravated assault or felonious assault, and the primary physical aggressor cannot be identified.
11. Notify the Criminal Investigation Section (CIS) if death appears imminent to the victim of a domestic violence offense.
12. Seize any deadly weapons materially involved by threat, display, use, or attempted usage in domestic violence violations as contraband and/or evidence.
13. Do not demand or otherwise require the victim's specific consent or a signed allegation (written statement) as a prerequisite to arresting and/or charging an alleged offender with the offense of domestic violence when probable cause exists.
14. The arresting officer will sign the appropriate affidavits and complaints for all charges when the complainant is medically unable or refuses to cooperate with the investigation and there is probable cause a domestic violence offense occurred. The arresting officer will sign all felony charges arising from a domestic violence offense.
  - a. Charge as a felony if there is a prior conviction for domestic violence, and the current offense does not constitute a threat.
    - 1) Confirm the conviction with the Clerk's Office before signing the felony charge.

- b. Charge as a misdemeanor if a prior domestic violence conviction exists and the current domestic violence offense is a threat against the victim.
  - c. The arresting officer will sign a TPO request when filing domestic violence, felonious assault, or aggravated assault charges.
    - 1) Officers signing a TPO request will not appear at arraignment.
  - d. Complete a detailed Form 527A, Case and Bond Information Sheet to assist the judge in setting bond and TPO terms.
15. Report on a Form 301 every incident of ORC Section 2919.25 - Domestic Violence (DV).
- a. List the offense and section number followed by (F) for felony or (M) for misdemeanor based on what the suspect is charged with on the Form 301.  
  
Example: Domestic Violence 2919.25 (F) when offense constitutes a felony as a result of prior convictions for DV or other applicable ORC violations, or Domestic Violence 2919.25 (M) when offense constitutes a misdemeanor for this violation
  - b. Make one Form 301 for domestic violence if an offender commits an offense of DV and a TPO/Civil Protection Order (CPO) violation offense at the same time.
    - 1) List the suspect also committed a violation of a TPO/CPO in the "Narrative" section of the Form 301.
  - c. Report incidents of felonious assault and aggravated assault that occur during a domestic violence offense on a Form 301. Do not make an additional Form 301 for domestic violence.
    - 1) List the offense section number followed by (DV) for domestic violence in the "Offense" section of the Form 301.

EXAMPLE: Felonious Assault 2903.11  
(DV) or Aggravated  
Assault 2903.12 DV)

- d. Check "Yes" in the "Hate/Bias" block,  
and write "88" in the "Explain: Anti:"  
block on the Form 301.
16. Complete a Form 311DV, Cincinnati Police  
Department Confidential Investigative Notes  
- Domestic Violence, for all offenses of DV,  
violations of TPO/CPO, and felonious assault  
or aggravated assault arising from a  
domestic violence offense (in addition to  
the required portions of the Form 301).  
Obtain the following information from the  
separated parties involved and available  
witnesses:
- a. Detailed statement of the reporting  
officer's observation of the victim(s),  
offender(s), and the scene
  - b. Listing of all visible injuries to the  
victim(s) and offender(s)
  - c. Identification of any weapons found at  
the scene
    - 1) Detailed description of any deadly  
weapons seized or materially  
involved in the reported incident
  - d. Actions of the victim and alleged  
offender in the officer's presence
  - e. Verbal and/or written statements of the  
victim/complainant
  - f. Verbal and/or written statements of the  
alleged offender
  - g. Explanation why no arrest was effected  
and offender was not detained

- 1) This explanation may not refer to the availability of cell space at the Hamilton County Justice Center or Hamilton County Juvenile Court Youth Center. Such availability is not to be considered in determining the arrest of the alleged offender and is prohibited by law (ORC Section 2935.03 (3) (f)).
  - h. Detailed listing of similar prior incidents, calls for assistance, and respective dispositions (history)
  - i. Final disposition of warrant filing (i.e., either "referral issued to complainant" or "complaint/warrant filed by reporting officer")
17. Use a Polaroid camera to photograph visible injuries as soon as possible for inclusion with the Form 311DV and submit as evidence.
18. Provide the victim the following information:
- a. Ohio Attorney General's "Your Rights and Responsibilities as a Crime Victim" booklet
  - b. Crisis Service Agency phone numbers
  - c. Telephone numbers of the Prosecutors' Offices and Police Department
  - d. Information regarding the availability of a TPO or CPO
  - e. Reporting officer's name, badge number, and phone number
- NOTE: Items b., c., and d. listed above are placed on the inside cover page of the Ohio General's booklet.
19. Advise victims they must appear at the criminal arraignment on the next court day regardless of who requests the TPO.
- a. Felony charges are arraigned at 0900 hours in Room A at the Hamilton County Justice Center.

- b. Misdemeanor domestic violence charges are arraigned at 0900 hours in Room B of the Hamilton County Justice Center.
  - c. Advise the complainant to check with the Clerk of Courts Office, Room 113, 1st floor, Hamilton County Justice Center, if there is doubt about the location of the arraignment.
20. Provide assistance to the victim and/or children in obtaining transportation to a safe location when necessary.
- a. Use private or public transportation if possible.
  - b. Officers may provide transportation if other means are not available to the victim.
  - c. Obtain Fire Department transportation to the hospital for injuries.
  - d. Call the Alice Paul Shelter before transporting to their location.
21. If arrest criteria are not present, or the elements of domestic violence are not present, refer the complainant to the:
- a. Hamilton County Domestic Relations Court, Room 329, Hamilton County Courthouse.
  - b. Women Helping Women.
  - c. Talbert House Victim Service Center.
  - d. Alice Paul House.
  - e. Police Clergy Team (available through Hamilton County Communications).

C. Case Preparation

- 1. Complete a Domestic Violence Jacket for each Domestic Violence incident. This jacket will include:
  - a. A copy of the Form 301 and all applicable supplements.

- b. A copy of the Form 311DV.
- c. A copy of the Form 527, if applicable.
- d. A copy of the TPO/CPO, if applicable.
- e. Photographs related to the incident.
  - 1) Take a minimum of one full frontal photograph of the victim and one of each reported injury and/or each area affected by a reported or actual assault.
- f. Audio tape copies of 911 call to PCS, if applicable.
- g. The original Form 527B if the offense is a felony.
  - 1) Immediately fax the Form 527B to the Hamilton County Grand Jury Prosecutor and include the fax transmittal report in the Domestic Violence Jacket.
- h. Copies of any related reports.
- 2. A supervisor will review each Domestic Violence Jacket for completeness and accuracy.

D. Follow-Up Investigation

- 1. Assign all reported cases of domestic violence, felonious assault and aggravated assault (arising from a domestic violence offense), and violating protection order or consent agreement for follow-up investigation.
  - a. Assign these offenses for a follow-up investigation even when an arrest is made at the scene by the reporting officer.
  - b. District commanders will determine the assignment of reported misdemeanor and felony domestic violence and TPO/CPO offenses.

- c. Assign reported cases of felonious assault, aggravated assault, and abduction arising from a domestic violence offense per Procedure 12.400, Offense Reporting, Miscellaneous Reporting, for follow-up investigation by a district investigator.
  - 1) Felonious assault and aggravated assault cases arising from a domestic violence offense in which the victim is hospitalized and death appears imminent will be investigated by CIS per Procedure 12.400.
- 2. The follow-up investigator will ensure the following tasks are accomplished.
  - a. Recontact the victim within 48 to 72 hours to obtain the following information:
    - 1) Any information the victim might be able to add
    - 2) Additional photographs of injuries sustained in the incident, when applicable
  - b. Provide the victim with the investigator's name, badge number, and business phone number.
  - c. Obtain audio tape copies of 911 calls from PCS, if applicable.
  - d. Obtain medical records of suspect, if applicable.
- E. Providing Information of Reported Domestic Violence Offenses
  - 1. Each day district collators will forward the following information on reported domestic violence and violation of protection order offenses:

- a. To the City Prosecutor's Office, hand carry a copy of all Forms 301 and 311DV reported misdemeanor domestic violence and misdemeanor violation of protection order offenses made with an adult suspect (even if no arrest was made at time of report). All reports must be delivered before 0800 hours each court day.
  - b. Fax to the Hamilton County Prosecutor's Office, Juvenile Division, a copy of all Forms 301 and 311DV reported misdemeanor domestic violence and misdemeanor violation of protection order offenses made with a juvenile suspect (even if no arrest was made at time of report).
  - c. Fax to Women Helping Women a copy of all domestic violence Forms 301.
2. Each day district collators will forward the following information on reported aggravated assault, felonious assault, felony domestic violence, and felony TPO/CPO violation offenses that result from a domestic violence offense:
- a. To the Hamilton County Prosecutor's Office, Municipal Division, hand carry a copy of all Forms 301 and 311DV reported offenses with an adult suspect (even if no arrest was made at time of report). All reports must be delivered before 0800 hours each court day.
  - b. Fax daily to the Hamilton County Prosecutor's Office, Juvenile Division, a copy of all Forms 301 and 311DV reported offenses with a juvenile suspect (even if no arrest was made at time of report).
  - c. Fax to Women Helping Women a copy of all Forms 301 listed above.

## F. Temporary/Civil Protection Orders

1. Reference Procedure 12.413, Enforcement of Court Orders, for information regarding investigations of violations of a Temporary/Civil Protection Order, ORC 2919.27. **Out-of-state TPO and CPO court orders are enforceable.** Follow Procedure 12.413 A.
2. TPOs may be issued in addition to any charges filed alleging domestic violence, felonious, aggravated or simple assault, menacing by stalking, or trespassing which involves a family or household member as defined in the ORC.
  - a. TPOs are only in effect until the disposition of the criminal charge, the issuance of a CPO based on the same activities, or otherwise revoked by the issuing court.
  - b. Any TPO or CPO issued by a Court of Record of the State of Ohio is subject to enforcement in any political jurisdiction within the State of Ohio.
    - 1) TPOs and CPOs issued by a Court of Record within the State of Ohio, other than Hamilton County, may be officially registered by the complainant in Hamilton County in accordance with ORC Section 3113.31.
      - a) TPOs and CPOs issued by a Court of Record within the State of Ohio will be enforced regardless of whether or not the order was registered by the complainant in Hamilton County.

- G. Release of Medical Records of Suspect(s)  
Involving an Official Criminal Investigation,  
Criminal Action, or Proceeding
1. A police officer can submit a written statement to a health care provider that states an official criminal investigation, criminal action, or proceeding has begun regarding a specified person, to obtain information regarding the presence of alcohol, a drug of abuse, or both in the person's blood, breath, or urine. This requires the provider to supply to the officer copies of any records the provider possesses that pertain to any test or the results of any test administered to the specified person to determine the presence or concentration of alcohol, a drug of abuse, or both in the person's blood, breath, or urine at any time relevant to the criminal offense in question.
    - a. A Form 604, Cincinnati Police Department Request for Release of Records, will be filled out by the officer and presented to the health care provider to obtain this type of records.
      - 1) The officer will keep the white copy for court.
      - 2) Give the canary copy to the health care provider.
      - 3) Turn the pink and gold copy into the collator to be filed.
  2. Contact the City Prosecutor when a medical provider refuses to comply with this request.

## 14.110 TELEPHONE USE

### ***Purpose:***

Establish guidelines for the official use of telephones.

Provide controls for long-distance telephone calls and mobile telephone calls made by Police Department personnel.

### ***Policy:***

When making or receiving telephone calls, Department personnel will conduct themselves in a professional and courteous manner. Personnel will not engage in disputes with telephone operators under any circumstances.

Employees will reimburse the City for any costs associated with the personal use of mobile telephones.

Personnel will inform Fiscal & Budget Section of any changes or additions to Department mobile telephone numbers.

### ***Procedure:***

#### A. Local Calls From Public Telephones

1. All Police Department personnel calling City Hall centrex numbers or Police Communications Section (PCS) from public telephones will:

- a. From public telephones owned and operated by Cincinnati Bell or ATT:

- 1) Dial "0" (operator) and wait until the operator responds.
- 2) Identify yourself as a police officer and request the specific centrex number.

- b. From public telephones owned and operated by private companies:

- 1) Dial "10288 or 10ATT" and wait until the ATT operator responds.

- 2) Identify yourself as a police officer and request the specific centrex number.
  - c. On all emergency calls use 911. On all other calls to PCS, call 352-3920.
2. This service is provided to on-duty officers for official business only and is not intended for personal, non-emergency telephone calls.
    - a. Police personnel should be alert for civilians trying to use this service fraudulently.
- B. Making Long-Distance Telephone Calls
1. Definity System: 310 Ezzard Charles Drive, 824 Broadway, 801 B. West 8th Street, District 2, Street Corner Unit, and 800 Evans Street
    - a. Dial 9 + 1 + area code + 7 digit number.
    - b. Enter the extension number\* when you hear the second dial tone after the 3 beep confirmation tone.

\*If the extension number begins with "1," you must change the "1" to "9;" e.g., "1970" would be entered as "9970."
  2. Centrex System: Districts 3, 4, and 5, Park Unit, Narcotics Unit, Impound Unit, and Court Control Unit
    - a. Dial 8 + 9 + 1 + area code + 7 digit number.
    - b. Enter the extension number\* when you hear the second dial tone after the 3 beep confirmation.

\*If the extension number begins with "1," you must change the "1" to "9;" e.g., "1970" would be entered as "9970."
  3. Other telephone users: Firearms Training Unit and Mounted Squad
    - a. Dial 1 + area code + 7 digit number.

C. Reporting Long-Distance Telephone Calls

1. Personnel making long-distance telephone calls from an office phone, fax machine, mobile phone, etc., will complete a Form 657, Long-Distance Telephone Report for each call made.
  - a. The district/section/unit supervisor in charge at the time will sign each completed Form 657, indicating approval of the long-distance call.
2. The district/section commander or director will approve all Forms 657A.
  - a. Keep a copy for the district/section/unit file with all Forms 657 attached to the Form 657A.
3. Submit to the bureau commander, by the 10th of each month, the original Form 657A, Monthly Long-Distance Telephone Report. The reporting period will cover the entire preceding month. List chronologically all long-distance telephone calls made from the district/section/unit assigned telephones including fax machines, mobile phones, etc.
  - a. The bureau commander will approve the Form 657A and forward the original Form 657A to the Fiscal & Budget Section for audit.
4. Fiscal & Budget Section will:
  - a. Audit monthly telephone bills received from Communications Technology Services for correctness of fees and computations.
    - 1) Discrepancies between charges and documented information will be identified.
      - a) Request the affected district/section/unit to clarify inconsistencies or take corrective action as necessary.
      - b) Forward a copy of the request to Inspections Section.

- b. Upon suitable clarification or correction of the Form 657A, the Fiscal & Budget Section will file the original report for audit purposes.

- 1) Forward a copy of the information used to correct the Form 657A to Inspections Section.

D. Long-Distance Telephone Fraud

- 1. Police Department employees should be aware of frauds involving the use of telephone lines for long distance and overseas billing.
  - a. To avoid telephone fraud, do not transfer anyone to an outside operator from an incoming telephone call.

E. Mobile Telephone Use

- 1. Mobile telephones are issued to expedite the conducting of official City business when away from normal telephone service.
- 2. Use of mobile telephones are intended for police related business only.
- 3. Fiscal & Budget Section will forward mobile phone billing statements, through the respective bureau, to the district/section/unit commander or director.
- 4. Each district/section/unit commander, director, or designee will review the mobile telephone usage of personnel under their command and forward the results to the bureau commander.
  - a. All numbers will be identified. Any number not related to police business will require notation on the billing statement. A Form 17MPR, Mobile Phone Reimbursement, will be completed by the district/section/unit commander, director, or designee listing all employees who have costs to pay through payroll deduction.

- 1) The Form 17MPR will include each employee's name, employee ID number, amount due from the employee, and signed authorization for the payroll deduction.
5. Each bureau will collect the Forms 17MPR from their districts/sections/units and forward to the Fiscal & Budget Section.
6. Bureau commanders will audit the mobile phone statements for each district/section/unit commander.

## 17.100 POLICE RECORDS: STORAGE AND MAINTENANCE, AND INITIATING NEW RECORDS AND FORMS

### **Reference:**

Ohio Revised Code § 149 - Ohio Public Records Act  
Standards Manual - 26.1.8, 32.1.6, 32.2.3, 35.1.13,  
42.1.3, 43.1.1, 82.1.2, 82.3.5

### **Definitions:**

A public record is a record held by a public office. A record is any item that is:

- Stored on a fixed medium (such as paper, computer, film, etc.),
- Created, received, or sent under the jurisdiction of a public office,
- Documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

### **Purpose:**

Provide for initiating, safekeeping, and storage of Police Department records and the systematic disposal of those records.

### **Policy:**

The Police Department is entrusted, by the public, with the care, custody, and control of records generated by its activities. The Police Department is not the sole proprietor of the records it generates. The right of ownership resides with the public. The Police Department will comply with all laws governing record retention, storage, and disposal.

### **Information:**

The retention and destruction of original records is governed by law, while copies are governed only by procedure.

All of the records addressed in this procedure have been reviewed and the retention/destruction schedule for original records has been approved by the City of Cincinnati Records Commission, the Ohio Historical Society, and the State of Ohio Auditor's Office.

***Procedure:***

- A. The bureaus, districts, sections, and units mentioned herein will maintain the records specified in this procedure for the minimum/maximum period as indicated.
  - 1. At the discretion of bureau, district, section, and unit commanders, original records may be retained beyond maximum periods via a form 17 request. The Form 17 must include extenuating circumstances surrounding the extension request and must be submitted at least two weeks prior to destruction date. Other than these exigent circumstances, original records must be destroyed as soon as possible after the retention period has expired.
  - 2. Within the first quarter of each calendar year, the officer in charge (OIC) of each unit which maintains any record will have those records inspected in order to determine if records are properly maintained according to this procedure.
    - a. If, according to this procedure, any record is found to be expired as indicated by its retention period, or any unauthorized records or copies are located, the OIC will forward a Form 17 to the appropriate bureau commander including:
      - 1) Type of record(s)
      - 2) Year(s) of the record(s)
      - 3) A request for proper disposal
    - b. After review by the affected bureau commander, the request for disposal will be forwarded to the Records Section Director.

- 1) The Records Section Director will approve/disapprove the request according to the Schedule of Record Retention and Destruction contained in this procedure and have any additional measures taken, if necessary, to comply with State Law and City Ordinances.
- 2) After approval for destruction, the Records Section Director will arrange with the involved unit the date and time for proper destruction of the records.
  - a) The involved unit must complete and forward to the Records Section a Schedule of Record Retention and Destruction (State Form RC-3), available from the Records Section. Areas to be completed are:
    - 1] Record Series Title
    - 2] Inclusive dates of records
    - 3] Volume of records to be disposed
3. If storage space is required in addition to the storage space in the unit facility, the location of such space will be determined by the Supply Unit.
  - a. A representative of the Records Section Director will inspect these additional storage facilities during January of each year.
    - 1) After inspection by the Records Section, and according to the retention schedule included as part of this procedure, upon Records Section notification, unit commanders will request disposal of their unit's expired record(s) located in storage.
4. Any bureau, district, section, and unit commander who desires to utilize any record or form not listed in this procedure must submit a prototype and a Form 17 through channels to the Police Chief.

- a. Upon approval, the Planning Section will assign the form a number. The Records Section will then take the necessary steps to establish a retention schedule, and then the Planning Section will revise this procedure.
5. Any bureau, district, section, and unit commander who desires to discontinue the use of any form or record established by this procedure will so request via Form 17 through channels to the Police Chief.
6. Requests for disposal of any original or copy of any record not specifically listed herein will also be documented on a Form 17.
  - a. The Records Section Director will then submit a request for destruction to the City Records Commission.
    - 1) Upon approval, the Records Section will advise the affected unit as to the proper method of destruction.
7. The following pages contain three separate columns of reports, records, files, etc., maintained within the Department.
  - a. The first column is a listing of all documents organized under the unit that is responsible for maintaining the original.
  - b. The second column indicates the minimum retention period for the original form or record.
  - c. The third column indicates the minimum retention period for copies of these forms or records.
    - 1) If the third column is marked "None," no copy is to be made or maintained by this unit.
  - d. If not listed, no original or copy is maintained by the Department.
  - e. Clarification - "Current year" and "Current month" refer to calendar year/month, respectively, that the report is dated. "Years" listed are calendar years.

**RETENTION SCHEDULE BEGINS ON NEXT PAGE**

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
8. Data Management Section will maintain the following records:		
OH-1 Ohio Traffic Accident Report	Current year plus 5 years on microfilm	None
OH-2 Ohio Traffic Crash Diagram/Narrative Continuation	Current year plus 5 years on microfilm	None
OH-3 Ohio Traffic Accident Witness Statement	Current year plus 5 years on microfilm	None
OH-4 Ohio Traffic Crash Report (Addendum)	Current year plus 5 years on microfilm	None
12 MW Fingerprint Card	Until subject of arrest reaches 80 years of age or dies	None
12 MB Fingerprint Card	Until subject of arrest reaches 80 years of age or dies	None
12 FW Fingerprint Card	Until subject of arrest reaches 80 years of age or dies	None
12 FB Fingerprint Card	Until subject of arrest reaches 80 years of age or dies	None
12P Palm Print Card	Until subject of arrest reaches 80 years of age or dies	None
15 Property Envelope	Upon disposal of contents	None
15N Property Security Envelope	Upon disposal of contents	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
28 Application for Purchase or Transfer of a Firearm	Sixty days if application is approved, 2 years if application is denied, permanent if used for purpose of firearm registration	None
28A Application Control Ledger	Sixty days if application is approved, 2 years if application is denied, permanent if used for purpose of firearm registration.	None
28B Transfer of a Firearm	Perpetual	None
28C Application for Registration of a Firearm - Owner's Information	Perpetual	None
64 Property Tag (confiscated/found/personal)	Upon disposal of contents	None
66 Traffic Warning Record	No original retained in Police Department	Thirty days after receipt
120-4 City Treasury Department Receipt	Current year plus 5 previous years	Three years provided audited
137 Prisoner Description/Arrest Record	Until subject of arrest reaches 80 years of age or dies	None
137A Additional Prisoner Description/Arrest Record	Until subject of arrest reaches 80 years of age or dies	None
245 Daily Cash Records Section	Current year plus 5 previous years	Three years provided audited

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
245I Receipt of Fees From Impoundment Unit	Current year plus 5 previous years	Three years provided audited
275 Court Order for Release of Property	Current year plus 2 previous years after final disposition; filed with Form 330*	None
* Keep 2 years after final court disposition		
276 Daily Traffic Accident Summary	Two months	None
300A Index File for Criminal Information Jacket (white)	Until subject of arrest reaches 80 years of age or dies	None
300B Index File for Criminal Information Jacket (orange)	Until subject of arrest reaches 80 years of age or dies	None
300W Index File for Criminal Information Jacket	Until subject of arrest reaches 80 years of age or dies	None
301 Offense Report	No longer used, maintain on file until 2002.	No longer used, Maintain on file until 2002.
301A Offense Report Addendum	No longer used, maintain on file until 2002.	No longer used, Maintain on file until 2002.
302 Homicide Report	Perpetual-no longer used.	No longer used. Perpetual on all unsolved cases. Maintain until 1999 on all solved cases.

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
303 Auto Larcenies/ Recoveries	No longer used, maintain until 2004 on microfilm.	No longer used, Maintain until 1999.
304 Missing or Wanted Person Report	No longer used. Perpetual on all unsolved cases. Maintain until 1999 on all solved cases.	No longer used. Perpetual on all unsolved cases. Maintain until 1999 on all solved cases.
308 Receipt for Traffic Citation Tag	Current year plus previous year	None
311 Supplementary Offense Report	No longer used, maintain same length of time as offense report for which it was prepared.	No longer used, maintain until 1998.
311A Preliminary Investigation Report	No longer used, maintain until 2002 on microfilm.	No longer used, Maintain until 1998.
311I Incident Report Supplement	Current year plus 6 years on microfilm	Current year plus previous year
312 Criminal Arrest Form	Until subject of arrest reaches 80 years of age or dies	None
313 Firearm . Report	Current year plus 5 previous years	Current year plus 5 previous years
314 Notice to Appear (Adult)	No original retained in Police Department	Current year plus 5 previous years
314 Notice to Appear (Juvenile)	Current year plus 2 previous years	None
319 Report of Watch Received by Pawnbroker or Dealer	No longer used. Maintain those on file until 1998.	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
322 Report of Article Received by Pawnbroker or Dealer	Current year plus previous year	None
327 Property Tag (Held for Court)	Upon disposal of contents	None
333 Report of Traffic Violation Arrests	Current year plus previous year	None
336 Unit Juvenile Arrest Report	Current year plus 5 previous years	None
337 U.C.R. Adult Arrests by Arresting Unit	Current year plus 5 previous years	None
338 Total Arrests by Arresting Unit	Current year plus 5 previous years	None
437A K9 Daily Activity Report	Current year plus previous year	None
437B K9 Monthly Officer's Daily Activity Record	Current year plus previous year	None
437C Canine Officer's Activity Record Yearly Composite	Current year plus 3 previous year	None
440 Voluntary Shift Deviation	Current year plus 2 previous years	None
443 Voluntary Off Day Deviation	Current year plus 2 previous years	None
450 Request for NCIC/LEADS Wanted Person Computer Entry Sheet	Filed with warrant, retained until warrant is served and computer entry is canceled	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
481 Warrant Transfer Slip	Destroy upon receipt	None
484 Analytical Report for Liquor Violations	Retain for 6 years after criminal trial and/or Ohio Dept. of Liquor Control hearing	None
527 Criminal Arrest Reports	Current year plus 5 previous years	None
527A Case Information Sheet	Current year plus 5 previous years	None
527B Trial Preparation Report	Current year plus 5 previous years	None
542 Cash Receipt	Current year plus 5 previous years	Three years provided audited
580 Personal Information Release Form	Current year plus 2 previous years	None
581 Request for Records Check	Current year plus 2 previous years	None
606 Records Request	Retention Period requested	
675 Warrant Control Card (Replaced by Warrant Control Card, No Form #)	No longer used. Maintain those on file until 1998 after warrant has been disposed of.	No longer used. Maintain those on file until 1998 after warrant has been returned to Warrant/Identifi- cation Unit.
676 Status of Evidence and Property	Current year plus 2 previous years after final disposition; filed with Form 330	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
678 Change in Court Appearance	Current year plus previous year	None
682 Citation Arrest Summary	Current month plus 3 previous months	None
3x5 Accident Information Cards	Six years	None
Arrest Logs	Current year plus 6 previous years	None
Arrested/Cited/ Referred Persons	Current year plus 5 previous years	None
Auction Records	Current year plus previous year	None
Bank Deposit Ticket	Until audited by City Finance Dept.	None
Case Set on Officer's Off Day	Sixty days	None
Cincinnati Parking Infraction (Affidavit copy)	Current year plus 3 previous years, provided audited	None
Cincinnati Parking Infraction (Violator's copy)	Current year plus 3 previous years, provided audited	None
Cincinnati Parking Infraction Book Covers	Current year plus previous year	None
Conviction Transcript Letters (Authorization Letters)	Current year plus 2 previous years	None
Court Notify Books	Current year plus previous year	Current year plus previous year

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Criminal Information Jacket	Until subject of arrest reaches 80 years of age or dies	None
Daily Tally Sheets	Retain until inclusion	None
Delinquent Notice Audit List	Six months	None
Destruction Records	Current year plus 2 previous years	None
Domestic Violence Report State of Ohio	No original retained in Police Department	Current year plus previous year
Leasing Agreement Documents	Current year plus 5 previous years	None
Master Log Book	Thirty years	None
Monthly Tally Sheet	Current year plus previous year	None
Motion for Continuance (Change of court date)	Thirty days after court date	None
Officer's Ledger of Violation (CPI, OUTT, and NTA)	Current year plus 5 previous years	None
OH-1 Monthly Summary Report	Current year plus 6 previous years	None
Ohio Uniform Incident Report	REQUESTED	
Ohio Uniform Traffic Tag (OUTT - Green copy)	No original retained in Police Department	Current year plus 5 previous years

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
MUTT Traffic Citation Book Covers	Current year plus previous year	None
PR134 Firearms List	Current year plus 2 previous years	None
28-Day Period Crime Report	Current year plus 5 previous years	Current year plus 2 previous years
RC-2 Schedule of Records Retention and Disposition	Perpetual	None
RC-3 Schedule of Record Retention and Destruction	Current year plus 2 previous years	None
U.C.R. Adult and Juvenile Arrests by Age, Sex, and Race	Current year plus 5 previous years	None
U.C.R. Homicide Report	No original retained in Police Department	Current year plus 5 previous years
U.C.R. Law Enforcement Officers Killed or Assaulted Report	No original retained in Police Department	Current year plus 5 previous years
U.C.R. Monthly Arson Report	No original retained in Police Department	Current year plus 5 previous years
U.C.R. Monthly Stolen and Recovered Property and Auto Theft Analysis	Current year plus 5 previous years	None
U.C.R. Part I Offenses by Police District	Current year plus 5 years of all monthly reports	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
U.C.R. Part I Offenses Crime Comparison Report by Month	Current year plus 5 previous years	None
U.C.R. Part I Offense Disposition of Offenses Known to Police by Month	Current year plus 5 previous years	None
U.C.R. Part I Analysis of Selected Classes of Actual Offenses Known to Police	Current year plus 5 previous years	None
U.C.R. Part II and Offenses by Month	Current year plus 5 previous years	None
U.C.R. Possible Battered Women Offenses	Current year plus 5 previous years	None
U.C.R. Return "A"	Current year plus 5 previous years	None
Warrant Control Card	Current year plus previous year after warrant has been disposed of	Current year plus previous year after warrant has been returned to CWPU
Warrant Recalls	Six months subject to an internal audit	None
Warrant Unit Hold Card	Thirty days	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
9. Districts, sections, and units will maintain the following records:		
#1 Requisition of Materials, Supplies and Services	Current year plus 5 previous years	Three years provided audited by State
AE-1 Alarm Unit Letter/Invoice	Current year plus 5 previous years	None
CPR-1 Cincinnati Police Department Capital Project Request Form	Current year plus 4 previous years	Current year plus previous year
IS-1 Daily Activity Report	Five years	None
OTEA Form 1 Office Technical Equipment Allotment (OTEA)	Current year plus 2 previous years	Current year plus previous year
2-S Authorization for Payroll Deduction	Current year plus 5 previous years	None
AE-2 Alarm Unit Letter Notification of 3 False Alarms	Current year plus 5 previous years	None
IS-2 Intelligence Report	Five years	None
3S Changes to Hours Balance	Current year plus 5 previous years	Three years provided audited by City Finance Dept.
AE-3 Alarm Unit Notice of Past Due Account	Current year plus 5 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
IS-3 Inquiry Form	Five years	None
AE-4 Alarm Unit Sig. 66 Program Invoice	Current year plus 5 previous years	None
IS-4 Intelligence Data Form	Five years	None
IS-5 Intelligence Data Form Company/ Organization	Five years	None
6-S Lost Time Notice	Current year plus 5 previous years	None
7 Purchase Order	Current year plus 5 previous years	None
7S City Letterhead Correspondence	One to five years	One to five years
8 Requisition Certification	Current year plus 5 previous years	None
8C Change Order for Purchase Order	REQUESTED	
9 Request for Certification/ Contract	Current year plus 5 previous years	None
10 Requisition	Current year plus 5 previous years	Current year plus previous year
10S Cash Receipts Schedule	Current year plus 5 previous years	Three years provided auditing by State of Ohio
F12S Stores Requisition	No original retained in Police Department	Current year plus previous year
13S Telephone	Destroyed Daily	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
14 Personnel Action Form	No original retained in Police Department	Current year plus 2 previous years
DL-15 Driver's License Re-Exam Request	No original retained in Police Department	Current year plus previous year
16 S City of Cincinnati Correction Form (pink)	Current year plus 5 previous years	None
17 Temporary Transfer	Current year plus 5 previous years	Three years provided audited
17CA Court Appearance	Current year plus 5 previous years	None
17CS Civil Suit	Current year plus 5 previous years	None
17DP Detail Policy	Requested current year plus 5 previous years	None
17FTA Failure to Appear for Court	Requested current year plus 5 previous years	None
17IT Information Technology Request	Requested current year plus 5 previous years	None
17MPR Mobile Phone Reimbursement	Current year plus 5 previous years	None
17MS Monthly Substation Inspection	Requested current year plus 5 previous years	None
17S Interdepartmental Correspondence	Current year plus 5 previous years	One to five years or as determined by Administrative value
17S Interdepartmental Correspondence (Multiple)	Current year plus 5 previous years	One to five years or as determined by Administrative value

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
17S Interdepartmental Correspondence (Use of Force and Shots Fired)	Perpetual on microfilm	One to five years or as determined by Administrative value
17S Request for Paid Overtime	Current year plus 5 previous years	None
17S Temporary Transfer Division I Employees	Current year plus 5 previous years	None
17-SA Interdepartment Correspondence Sheet (Multiple)	Current year plus 5 previous years	None
17S-B Interdepartment Correspondence Sheet (Multiple)	Current year plus 5 previous years	None
17SS Substation Request	Requested current year plus 5 previous years	None
18T Use of taser/ diagram	10 years	None
18A Weapons Discharge at an Animal	10 years	None
18AD Accidental Discharge	10 years	None
18C Use of Canine	10 years	None
18CI Use of Chemical Irritant	10 years	None
18F Supervisor's Use Of Force Investigation Report	10 years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
18I Injury to Prisoners	10 years	None
18S Petty Cash Reimbursement Voucher	Current year plus 5 previous years	None
18SW Supplemental Witness List	10 years	None
18TBFP Use of Taser/Beanbag Shotgun/40 MM Round/Pepperball	10 years	None
19 Inter-departmental Bill and Settlement Voucher	Current year plus 5 previous years	Three years provided audited
21 Schedule of Accounts Receivable	Current year plus 5 previous years	Three years provided audited
21S Ohio Department of Wildlife Deer Killed by Motor Vehicle	Current year plus 5 previous years	None
24 Cancellation or Change Orders	Current year plus 5 previous years	Current year plus 5 previous years
MVOD-25 Refusal to Submit to Breath Test	No original retained in Police Department	Current year plus 3 previous years
25S Application for Leave of Absence	Current year plus 5 previous years	Current year plus 5 previous year
27-S Local Mileage Report	Current year plus 5 previous years	None
29 Ohio Liquor Control Record of Licensed Places	No longer used. Maintain those on file indefinitely.	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
31P Change in Employee Data Form	Until superseded	None
32 Notice of Disciplinary Action, Layoff or Displacement	Disciplinary action 10 days or less, 3 years. More than 10 days, filed in personnel jacket for career.	None
32S Notice of Disciplinary Action, Layoff or Displacement	Nondisciplinary action filed in personnel jacket until separation of employee	None
33 Resignation	Place in personnel jacket	None
33S Requisition for Materials, Supplies and Services (Emergency)	Current year plus 5 previous years	None
34 Vehicle Pursuit Report	Current year plus 5 previous years	None
35 S Performance Report Civilian	Place in personnel jacket	None
36 Charges Preferred Against Member	Five years	None
36S Inter- departmental Requisition	Current year plus 5 previous years	Three years provided audited
37S City of Cincinnati Claim Voucher	Current year plus 5 previous years	Three years provided audited
FS38L Reproduction Orders	No original retained in Police Department	Current year plus previous year
44 Sale of Obsolete Equipment	Current year plus 5 previous years	Perpetual

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
55 Letter of Understanding	Current year plus 5 previous years	None
56 Letter of Understanding/ Police Escorts	Current year plus 5 previous years	None
66S Notice of Official Reprimand	Three years	None
67 Sworn Employees Working Out of Rank	Three years provided audited	Current year plus previous year
68P Payroll Record of Compensatory Time Earned (overtime and court slips compensated for in cash)	Current year plus 5 previous years	None
68P Payroll Record of Compensatory Time Earned (overtime and court slips on compensatory time earned)	Current year plus 5 previous years	None
69P Payroll Record of Compensatory Time Balance	No longer used. Maintain those on file until 2001.	None
70S Permission to Travel	Current year plus 5 previous years	Three years provided audited
71S Statement of Travel Expenses	Current year plus 5 previous years	Three years provided audited
72 Term Purchase Release	Current year plus 5 previous years	Current year plus 2 previous years

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
74S City Personnel Injury Report with Pay Recommendation	Place in personnel jacket	None
77 Specialized Assignment Application	Current year plus previous year	None
78 Civilian Assignment Availability	Current year plus previous year	None
80S Application for Tuition Reimbursement	Current year plus 5 previous years	Three years provided audited
81S Monies Deposited in City Treasury	Current year plus 5 previous years	One month
90SP Supervisors Review of Vehicle Crash	Five years after vehicle removed from service	None
91SP Supervisors Investigation of Employee Injury	No original retained in Police Department	See personnel jacket for retention
96 Random Drug Test Notification	Current year plus 5 previous years	Current year plus 5 previous years
96 City Physician's Report	Retained by Employee Health Service	6 Months
97 Medical Disclosure Form	Current year plus previous year	Current year plus previous year
120-4 City Treasury Department Receipt	No original retained in Police Department	Three years provided audited
128 Monthly Relief Report	No longer used, maintain until 2000	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
134 Contract Agreement	No original retained in Police Department	Six years after effective date of contract
137F Felon Registration File	Current year plus 5 previous years	None
188 Personal Crimes Unit Investigative Report	Seven years on cases brought to court or closed otherwise/ indefinitely on unresolved cases	None
189 Fingerprint and Photograph of Juveniles	Until subject reaches 18th birthday	None
190 Request for Elimination Prints	Current year plus 5 previous years	None
195 Picture Label	Current year plus 5 previous years	None
202 Commanding Officer's Daily Time Report	Current year plus 5 previous years	None
211 Application for Media ID Card	Current year plus previous year	None
212 Media Identification Pass	Current year plus previous year	None
243-A Conviction Record Transcript	Current year plus 2 previous years	None
245 Receipt of Fees From Records	Current year plus 5 previous years	Three years provided audited
245I Receipt of Fees From Impoundment Unit	Current year plus 5 previous years	Three years provided audited

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
264 Equipment Assigned Sworn Officer	Retain on microfilm for career of officer	Until retirement/ separation of officer
268 Junk Yard Inspection Report	No original retained in Department	Current year plus previous year
272 Affidavit	Twenty years	None
273 Notice of Seizure/Proof of Service	Twenty years	None
277 Confidential Informant Registration and Reliability Report	Twenty years	Current year plus previous year
277A Controlling District/Section/ Unit	Twenty years	None
278 Cooperating Individual Agreement	Twenty years	Current year plus previous year
279 Confidential Informant Receipt	Twenty years	None
279 Confidential Informant Receipt Part I	REQUESTED	
279B Confidential Informant Receipt Parts I & II	Twenty years	Current year plus previous year
280 Cooperating Individual Release of All Claims	Twenty years	Current year plus previous year
281 Concealed Transmitter & Recording Consent	Twenty years	Current year plus previous year

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
301 Cincinnati Police Department Incident Report	Requested current year plus 6 previous years	None
301AS Cincinnati Police Department Arrest Supplement	Requested current year plus 6 previous years	None
311G Cincinnati Police Department Confidential Investigative Notes- General	Requested current year plus 6 previous years	None
311N Cincinnati Police Department Confidential Investigative Notes- Narrative	Requested current year plus 6 previous years	None
301PS Cincinnati Police Department Property Supplement Report	Requested current year plus 6 previous years	None
311S Cincinnati Police Department Confidential Investigative Notes- Suspects	Requested current year plus 6 previous years	None
301VVS Cincinnati Police Department Victim/Vehicle Supplement	Requested current year plus 6 previous years	None
301A Offense Report Addendum	No longer used, see Data Management Section listing for retention period of <u>COPIES ONLY</u>	
302 Homicide Report	No longer used, see Data Management Section listing for retention period of <u>COPIES ONLY</u>	
303 Cincinnati Police Department Motor Vehicle Incident Report	Requested current year plus 6 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
304 Cincinnati Police Department Missing Report	Requested current year plus 6 previous years	None
305 Complaint Report	Current year plus previous year	None
309 Inactive Case Warrants	Current year plus 2 previous years	None
310 Premise History Control Form	Retain until removed from CAD system	None
311 Supplementary Offense	No longer used, see Data Management Section listing for retention period of <u>COPIES ONLY</u>	
311A Preliminary Investigation Report	No longer used, see Data Management Section listing for retention period of <u>COPIES ONLY</u>	
311ADD Supplementary Offense Report Addendum	Current year plus 6 previous years	None
311B Early Closure Offense Card	If card is returned as undelivered by Post Office, retain for current year plus previous year	None
311C Reported Hit Skip Auto Accident Card	Current year plus previous year	None
311DV Cincinnati Police Department Confidential Investigative Notes-Domestic Violence	Requested current year plus 6 previous years	None
311I Incident Report Supplement	Current year plus 6 previous years on microfilm	Current year plus previous year
313 Firearm Report	Current year plus 5 previous years	Current year plus 5 previous years

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
314 Notice to Appear (Juvenile)	Current year plus 2 previous years	None
315 Alarm Response Report	Current year plus 2 previous years	None
316 Minor Accident/Aided Case/Mental Health Response Report	Current year plus 2 previous years	None
316A Deceased Person Report	Current year plus 2 previous years	None
317 General Conditions Report	Current year plus 2 previous years	None
318 Report of Conditions Affecting Other Departments	No original retained in Police Department	Current year plus previous year
322 Report of Articles Received by Pawnbroker or Dealer	REQUESTED	
323 Report of Purchase of Stained/Beveled Glass	REQUESTED	
323M Report of Purchase of Precious Metals/Stones	Current year plus 2 previous years	None
326 Property Check-Out Card	Current year plus 2 previous years after final disposition	None
328 Pharmaceutical Diversion Unit Prescription Receipt Form	REQUESTED	

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
330 Property Receipt	Current year plus 2 previous years after final disposition	Current year plus 2 previous years after final disposition
335 Personnel Payroll Report (Replaced by Payroll Attendance Record)	No longer used. Maintain those on file until 2001.	No longer used. Maintain those on file until 1998.
335A Daily Shift Differential Report	Current year plus 3 previous years	None
335B Sworn Annual Shift Differential Report	Current year plus 5 previous years	None
335C Bi-Weekly Shift Differential Report	Current year plus 5 previous years	None
339 Police Property Record	REQUESTED	
341 Cincinnati Police Departmental Receipt	Current year plus 2 previous years	None
368 Abandoned Vehicle Sticker	One year	None
370 Towing Service Claim Voucher	Current year plus 5 previous years	Three years provided audited
370A Towing Service Claim Voucher Attachment	Current year plus 5 previous years	Three years provided audited

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
392 Personal Crimes Index Card File	Seven years on cases brought to court or closed otherwise/ indefinitely on unresolved cases	None
400 Employee Separation Time Report	Place in personnel jacket	None
404 Missing Person's Monthly Report	Two years	None
405 Personal Crimes Unit Report of Missing Persons	Two years	None
413R Photo Negative Record	No longer used. Discard after film is developed.	None
413-35 Photo Negative Record for 35mm Film	Until film is developed	None
423 Vehicle Accident Summary	No longer used. Maintain those on file until 1998.	None
425 Motor Vehicle Repair Report	No original retained in Police Department	Destroyed upon completion of repair
426 Mileage Report	Current year plus previous year	Current year plus previous year
427 Vehicle Field Inspection Report	Current year plus previous year	Current year plus previous year
428 Mountain Bike Inspection Report	Current year plus previous year	None
429 Take Home Vehicle Report	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
430 Lease Car Exchange Form	Current year plus previous year	None
434 Nonsworn Employee's Daily Time Report	Current year plus 2 previous years	None
435 Overtime Report	No longer used, maintain until 2002	None
436A Daily Activity Record	Current year plus previous year	None
436B Monthly Composite - Officer's Daily Activity Report	Current year plus previous year	None
436C Patrol Officer's Annual Composite Activity Report	Current year plus 3 previous years	None
436J Personal Crimes Unit Investigator's Daily Activity Record	Current year plus previous year	None
438A Personnel Index Card	Place in personnel jacket	None
439A Shift Selection Form	Current year plus 3 previous years	None
439B Shift Selection Form	Current year plus 3 previous years	None
439C Shift Selection Form	Current year plus 3 previous years	None
441 Personal History Statement	Place in personnel jacket	None
441A Personal History Statement Supplement	Place in personnel jacket	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
442 Services in U.S. Armed Forces	Place in personnel jacket	None
444 Administrative Remarks	Place in personnel jacket	None
445 Continuous Service Record	Place in personnel jacket	None
446 Miscellaneous Record	Place in personnel jacket	None
447 Automobile Accident Record	Place in personnel jacket	None
448 Sworn Performance Report	Place in personnel jacket	None
448S Evaluation Supplement Log	Current year plus 3 previous years	Current year plus 3 previous years
449 Performance Ratings	Place in personnel jacket	None
451 Commendations	Place in personnel jacket	None
457 Articles for Fingerprint Check	Current year plus 5 previous years	None
474 Renewal, Transfer or Issuance of Liquor License	Until liquor license is canceled	None
475 Personnel Memorandum (disciplinary action)	Purged after 3 years	None
475 Personnel Memorandum (non-disciplinary action)	Place in personnel jacket	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
479 Station Key Book Page	Current year plus previous year	None
495 Intoxication Report	Current year plus 5 previous years	Current year plus 3 previous years
496 DUI Investigation Record	Current year plus 5 previous years	None
497 DUI Jacket Sign-Out Log	Current year plus 5 previous years	None
506 Juvenile Complaint Memorandum	Seven years on cases brought to court or closed otherwise/ indefinitely on unresolved cases	None
515 Volunteer Application Form for Volunteers in City Government	Current year plus 2 previous years	None
516 Office Request for Volunteers	Current year plus 2 previous years	None
517 Volunteer Cincinnati Volunteer Agreement	Current year plus 2 previous years	None
518 Volunteer Cincinnati Confidentiality Agreement	Current year plus 2 previous years	None
521 Application for Employment as Adult School Crossing Guard	One year	None
524 Monthly Vice Activity Report	Current year plus 2 previous years	Current year plus 2 previous years

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
526 Vice Activity Report	Current year plus previous year	Current year plus previous year
528 Accident Information Exchange Form	30 days	None
529 Liquor Arrest and Violations on Permit Premises	Perpetual	Perpetual
533 Hit-Skip Supplement Report	Current year plus 5 previous years	None
534 Field Interrogation Report (F.I.R.)	Current year plus 2 previous years	None
536 Notice of Exclusion Prostitution Exclusion Zone (Ninety Days)	Current year plus 5 previous years	None
537 Notice of Exclusion Prostitution Exclusion Zone (One Year)	Current year plus 5 previous years	None
538 Notice of Exclusion Drug Exclusion Zone (Ninety Days)	Current year plus 5 previous years	None
539 Notice of Exclusion Drug Exclusion Zone (One Year)	Current year plus 5 previous years	None
540 Exclusion Zone Variance	Current year plus 5 previous years	None
551 Notice of Improper Form or Information	Current year plus 5 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
558 Cincinnati Police Department Financial Crimes Complaint	Ten years	None
565 Liquor License Information	Until liquor license is canceled	Until liquor license is canceled
590 Chief's Memorandum	Current month plus 6 previous months	None
599 Firearms and Ammunition Inventory	Current year plus previous year	Current year plus previous year
600 Notification/ Waiver of Rights	Perpetual on capital crimes, length of appeals process on other crimes	None
600B Notification of Rights/ Polygraph	Perpetual on capital crimes, length of appeals process on other crimes	None
601 Consent to Search Without a Warrant	Perpetual on capital crimes, length of appeals process on other crimes	None
602 Search Authorization	Perpetual	Current year plus 2 previous years
603 Consent to a Chemical Test Without a Warrant	Perpetual	None
604 Request for Release of Records	Current year plus 2 previous years	None
605 Notification of Release	Current year plus 5 previous years	None
606 Records Request	Current year plus 2 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
608 Charge Memorandum	Current year plus 5 previous years	Three years provided audited
611 Biological Evidence Submission	REQUESTED	
611B Personal History Fingerprint Card	REQUESTED	
612 Release of Claims Form	Current year plus 2 previous years	Current year plus 2 previous years
614 Log Sheet	Current year plus previous year	None
617 Monthly Compensatory Time Report (Replaced by Compensatory Time Report)	No longer used. Maintain those on file until 2001.	No longer used. Maintain those on file until 1997.
620 Business Night Telephone Number Card	Until superseded	None
624 Uniform and Equipment Check-Off Sheet	Current year plus 2 previous years	None
628 Public Appearance Report	Current year plus previous year	Current year plus previous year
630 Requisition	Current year plus 5 previous years	Current year plus previous year
635 Card Form to Obtain Accident Report	REQUESTED	
638 Warrant Notice Card	REQUESTED	

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
639 Relief Moving Violations Log	Current year plus previous year	None
641 Summary of Background Investigation	Current year plus None 3 previous years	
643 Information Desk Report	Current month plus previous month	None
644 Daily Observation Report	Ten years	None
644S DOR Supplemental Report	Ten years	None
645 Field Training Officer Program Beat Profile	Ten years	None
645B Field Training Guide (Recruit Evaluation)	Ten years	None
646 Bi-Weekly Evaluation Report	Ten years	None
646A FTO Program FTO Sergeant's Weekly Report	Ten years	None
646B FTO Program Relief Commander's Narrative Report	Ten years	None
647 FTO Final Evaluation Report	Ten years	None
647A FTO Program Supervisor Monthly Report	Ten years	None
647B FTO Evaluation Report	Ten years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
648 Citizen Complaint or Information	Ten years	None
648A Citizen Complaint Resolution Process-Acknowledgment Of Participation	Ten years	None
648B Citizen Complaint Resolution Process-Resolution Disposition	Ten years	None
650 First Response Notice	Current year plus previous year	None
650 Second Response Notice	Current year plus previous year	None
652 Release of Medical Record Information	Five years	None
653 Citation Tag Registration Information Card	Until superseded	None
654 Citation Cancellation Request	Current year plus 3 previous years	None
655M Minor Misdemeanor Fine Schedule	Until superseded	None
655P CPI Payment Instructions	Until superseded	None
655R Citizen Referral	Until superseded	None
655T MUTT Payment Instructions/	Until superseded	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
657 Long Distance Telephone Form	Current year plus 5 years	None
657A Monthly Long Distance Telephone Report	Current year plus 5 previous years	Current year plus previous year
661 Visitor's Registration for Hospitalized Prisoners	Current year plus previous year	None
662 Prisoner Phone Log	Current year plus 5 previous years	None
663 On Call Appearance	Destroyed daily after court	None
664 Court Appearance Control Form	Destroyed daily after court	None
668 Outside Employment Work Permits	Current year plus 6 previous years	None
668A Acknowledgment by the Secondary Employer	Current year plus 6 previous years	None
668B Detail Assignment Roster	Current year plus 6 previous years	None
668C Overtime Availability Form	Current year plus 6 previous years	None
669 Warrant Disposition Report	Current year plus 2 previous years	None
670 Inter- Departmental Warrant Control Form	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
671 Notification Letter - Traffic Warrant	Current year plus previous year	None
674 Case Delay Request Card	Destroyed daily after court	None
675P Address Information Request (Post Office)	Current year plus previous year	None
680 Criminal Pursuit Fund Expense Report	Current year plus 5 previous years	Current year plus previous year provided audited
685 Report of Investigation	Current year plus 5 previous years	None
687 Auto Fatality Report	Perpetual	Perpetual on all unsolved cases. Current year plus 5 previous years on all solved cases.
688 Request to Purchase Service Revolver	Perpetual	None
689 Abandoned Building Status Report	Current year plus 5 previous years	None
690 Visitors Log Sheet	Current year plus previous year	None
Affirmative Action Files	Perpetual	None
ALI Discrepancy		
ALS-2255 Administrative License Suspension Form	Original not retained in Police Department	Current year plus 5 previous years

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Annual Report Compiling Papers	Perpetual	None
Application for Private Police	Five years after separation	None
Armory Equipment/ Military Roster Sign-Out Book	Perpetual	None
Assignment Availability Notices	Three years	None
Award Files	Current year plus 2 previous years	None
Background Investigation Reports	Two years (after date of hire) Five years (rejected applicants)	None None
Badge Number Card File	Perpetual	None
Bicycle Registration Files	Ten years	None
Block Watchers Registration Files	Ten years	None
Blotter	Four years plus current at Police Department, then permanent to archives	None
BMV-2308 Request for Driver License Examination or Recertification	Current year plus 2 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
BMV 3134 Financial Responsibility Proof	Current year plus 2 previous years	None
BM 3303 State of Ohio Motor Vehicle Crash Report	Current year plus 5 previous years	None
Budget Working Papers	Current year plus 5 previous years	None
Burglary Prevention Check List	One year	None
Card Request Form	One year	None
Canine Activity Report	Current year plus previous year	None
Canine Drug Training Record	Perpetual	None
Cars Cleared	Current year plus previous year	None
Cartridge Envelope	Disposal of contents	None
Case Files	Current year plus 5 previous years	None
Case Ledger	Perpetual	None
CDOP 100 Emergency Lineup	Current year plus 5 previous years	None
CDOP 103 Civil Disturbance Operation Plan Equipment Inventory	Current year	None
CDOP 105 Command Post	Current year plus 5 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Certificate of Military Training Pay	Current year plus 5 previous years	None
Check Off Lists	Current year plus previous year	None
CHRC Suspected Hate Crime Incident Referral	Current year plus 5 previous years	None
City of Cincinnati Department of Finance	No original retained in Police Department	Three years provided audited
City Letterhead Correspondence	Current year plus 5 previous years	None
Civilian Observer Stickers	Until superseded	None
Classified Expense Report	Current year plus 5 previous years	None
Classified Revenue Report	Current year plus 5 previous years	None
Commission for Private Police	Five years after separation	None
Compensatory Time Report (computer generated)	Current year plus 5 previous years	Current year plus previous year
Confiscated Property Notice	1 year after disposal of property	None
Consent Agreement (polygraph)	Lifetime of subject	None
Contracts for Leased Vehicles	Current year plus 5 previous years	Current year plus 2 previous years

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Court Control Log Sheet	Current years plus previous year	None
Court Ordered PEN Register Information	Current year plus 4 previous years	None
Completion of 3 Month Training Session	Perpetual	None
Crime Prevention Materials	Retain until outdated	None
CS-8 Certificate of Military Training Pay	Current year plus 5 previous years	None
Daily Line-Up	Current year plus previous year	None
Daily Radio Inventory Sheet	Current year plus previous year	None
Damage Claims	Current year plus 5 previous years	None
Death Claims	No original retained in Police Department	Five years
Detailed Bi-Weekly Cost Report	Three years provided audited	None
Detailed Entry Report	Current year plus 5 previous years	None
Directed Patrol Sheets	Current year plus previous year	None
DIS-94 Forfeiture Application	Perpetual	None
Disciplinary Action Card File	Three years (each card)	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Discretionary Car Report	Current year plus previous year	None
District Staff Meeting Notes	Current year plus previous year	None
DLC 4053 Police Notification	Current year plus 5 previous years	None
Driver's License Verification	Current year plus 3 previous years	None
Drug Complaint and Investigation Reports	Twenty years	None
DT-126 Battery/Radio Repair Form	No original retained in Police Department	Current year
F-3 WARRANT Hamilton County Municipal Court	REQUESTED	
FD-249 Ten Print Fingerprint Card	Until subject reaches 80 years of age or dies	None
Front Yard Parking Stickers	Until superseded	None
Encumbrance Report Program	Current year plus 5 previous years	None
Expenditure Reports	Twenty years	None
Expense Distribution Process/Report	Current year plus 5 previous years	None
Gang Hotline Complaint Form	Current year plus 5 previous years	None
Grant Forms	Current year plus 5 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Greater Cincinnati Hospital Council Meeting Files	Current year plus previous year	None
Gun Envelope	Until disposal of contents	None
Hamilton County Coroner's Laboratory Evidence Submission Form	Current year plus 5 previous years	None
Hamilton County Morgue/University Hospital Receipt	Current year plus 2 previous years	None
HEA 2652 State of Ohio Intoxilyzer Test Report	Current year plus 5 previous years	None
HP 3A State Highway Patrol Aircraft Accident Record	Current year plus 5 previous years	None
HP 70 State Highway Patrol Investigative Field Sketch	Current year plus 5 previous years	None
Index Card File of Cases	Perpetual	None
Intelligence Reports	Twenty years	None
Inventory Records	Until updated	Until updated
Investigative Supervisor's Meeting Notes	Current year plus 10 previous years	Current year plus previous year
Investigative Unit Assignment Logs	Five years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Investigative Unit Key Book	Current year plus previous year	None
Investigative Unit Tracking Sheet	Current year plus None previous year	
Invoices	No original retained in Police Department	Current year plus 2 previous years
Leasing Agreement Documents	Current year plus 5 previous years	None
Letters of Certification	No original retained in Police Department	Current year plus 3 previous years
Letters of Commendation	No original retained in Police Department	Current year plus previous year
Letters Sent to Police Department Requesting Some Type of Service	One to seven years	None
Light Duty Files	Two years	None
Liquor Jackets	Perpetual	Perpetual
Listing of Long Distance Phone Calls and Telephone Charges	No original retained in Police Department	Three years provided audited
Media Teletype	Current year	None
Medical Files	Place in personnel Jacket	None
Mobile Video Recording Tape	90 days 1 year when used as evidence, training, public record request	None
Monthly Activity Record for Investigators	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Monthly Assignment Reports	Current year plus 2 previous years	Until superseded
Monthly Summary Reports	Perpetual	None
Monthly Worksheet for Covert Officers	Current year plus previous year	None
Narrative Supplement	Current year plus 6 years on microfilm	Current year plus previous year
Notary Public Commission Forms	Until superseded	None
Officer Profile	One year after active career	None
Officer's Relief Incident Log Book Pages	Current year plus 2 previous years	None
Official Crime Laboratory Report	Current year plus 5 previous years	None
Ohio Uniform Incident Report	Current year plus 6 previous years	None
OUTT/CPI Inventory Control Sheets	Current year plus previous year	None
Patrol Bureau Meeting Agendas and Notes	Current year plus previous year	None
Payroll Attendance Record (computer generated)	Current year plus 5 previous years	Three years provided audited
Payroll Processing/Gross Pay Register	Current year plus 5 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
PSA-17 Personal Firearm Approval Request	Perpetual	None
Personnel Bulletins	Current year plus 5 previous years	None
Personnel Distribution List	Current year plus 5 previous years	None
Personnel Jackets (Current employees)	Until separation of employee	None
Personnel Jackets (Separated employees)	One year after separation jacket contents are microfilmed and maintained perpetually	None
Police Clergy Roster and S.O.P.	Current year only	None
Police Explorer Post Records (Financial)	Perpetual	None
Police Explorer Post Records	Current year plus previous year	None
Private Police Application	REQUESTED	
Promotional List from City Hall	Permanently	None
Property Supplement	Current year plus 6 previous years	None
Pursuit of Criminal Funds	Twenty years	None
Radio Sign Out/ Return Sheet	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Recommendation for Salary Step-Up	Original not retained in Police Department	Three years provided audited
Recruit Class Curriculum	Perpetual	None
RENU/DEA Case Summary	Twenty years	None
RENU/DEA Daily Activity Composite	Two years	None
Reportable Crimes Tracking Sheet	Four years	None
Request for Transfer	Three years	None
Robbery Key Book	Current year plus 6 previous years	None
Robbery Task Force Booklet	Current year	None
Robbery Task Force Cars Cleared Report	Current year plus 6 previous years	None
Robbery Tracking Graph	Current year	None
Robbery Tracking Sheet	Current year only	None
School Crossing Guard Information	Place in personnel jacket	None
Seniority List	Until superseded	None
Separations	Permanently	None
Shipment Receipts	Current year plus 5 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Shooting Scores of Individual Officers	Perpetual	None
Shotguns Assigned	Current year	None
Special Analysis Reports	Review annually for disposal	None
Special Events Files	Current year plus 2 previous years	Current year plus 2 previous years
Staff Time and Cost of Referral (Council Response)	Current year plus 5 previous years	None
State of Ohio Intoxilyzer Log Book	Current year plus 5 previous years	None
State of Ohio Test Card Record	Current year plus 5 previous years	None
Statement of Balances	Current year plus 5 previous years	None
Subpoena Book	One year after completion	None
Suspect/Arrest Supplement	Current year plus 6 years on microfilm. Perpetual on Homicide reports.	Current year plus previous year. Current year plus previous year on all solved Homicide cases. Perpetual on Homicide cases not solved.
Telephone Dictaphone Tapes	Thirty days	None
Time Book	Perpetual	None
Traffic Warning Record	REQUESTED	

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Training Received by Individual Officer	Perpetual	None
Tuition Reimbursement Forms	Current year plus 5 previous years	None
Unemployment Claim Forms	Five years	None
Unit Property Book	Ten years	None
Vacation and Sick Leave Balance	Three years provided audited	None
Vehicle Equipment File	Current year	None
Vehicle Jacket	One year after vehicle is removed from service	As long as vehicle is in service at unit of assignment
Vehicle Supplement	Current year plus 6 years on microfilm	Current year plus previous year
Vehicle Validations	Two years	None
Vice Statistics Report for the Month of	Current year plus 2 previous years	None
Victim/Witness Statement	Current year plus 6 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Victim/Witness Supplement	Current year plus 6 years on microfilm. Perpetual on Homicide reports.	Current year plus previous year. Current year plus previous year on all solved Homicide cases. Perpetual on Homicide cases not solved.
Visitor Pass	Destroy at end of visit	None
Wage Garnishment File	Current year plus 5 previous years	None
Warrant Book	Current year plus previous year after completion of book	None
Warrant Control Card	REQUESTED	
Weekly Inventory of Gas, Oil, etc. (City Form)	Current year	None
Workmen's Compensation Log	Permanently	None

**10. Police Communications Section will maintain the following records:**

11 Radio Report	Current year, unless report is needed for the investigation of lost or stolen radio	Current year, unless report is needed for the investigation of lost or stolen radio
Activity by Districts	Maintain those on file until 1998.	
Cincinnati CAD System Defect Report	Current year plus 3 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
CinCom 1 Radio Dispatch Card	Until CAD system is updated	None
CinCom 2 Auto Theft Card (buff)	Current year plus 4 previous years	None
CinCom 2 Stolen License Plate Card (green)	Retain for period current license plate color is valid	None
CinCom 2 Unauthorized Use of Motor Vehicle Card (pink)	Current year plus 4 previous years	None
CinCom 2 Lost License Plate Card (blue)	Retain for period current license plate color is valid	None
CinCom 3 Additional Information Card	Current year plus 2 previous years	None
CinCom 7 Communications Complaint Form	5 years	None
CinCom 9 Tow Sheet	Current year plus 2 previous years	None
CinCom 10 Wanted/No Wants Vehicles	Current year plus 2 previous years	None
CinCom 10 TCRU	Current year plus previous year	None
CinCom 11 Outside Visitor Work Log	No longer used. Maintain those on file until 1998.	None
11A Cellular Phone/Pager Control Form	Six months	None
CinCom 12 D.E.C. Service Log	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
CinCom 13 Auto Theft/Recovery Form	Current year plus 4 previous years	None
CinCom 14 Description Card on Suspect Vehicle	Current year plus 2 previous years	None
CinCom 15 Telephone Repair Request	No longer used. Maintain those on file until 1998.	None
CinCom 16 Signal 66 Log Sheet	Twelve months	None
CinCom 17 Mail Trip Card Record	Current month plus previous month	None
CinCom 19 Auto Theft Log Sheet	Current year plus 4 previous years	None
CinCom 20 Auto Recovery Log Sheet	Current year plus 4 previous years	None
CinCom 22 TCRU Daily Work Sheet	Current year plus previous year	None
CinCom 23 TCRU Daily Log	No longer used, maintain until 1998	None
CinCom 24 TCRU Daily Report	Current year plus previous year	None
CinCom 26 TCRU Calls by Hour	No longer used, maintain until 1998	None
CinCom 27 TCRU Monthly Composite	Current year plus previous year	None
Daily Worksheet (TCRU)	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Dispatcher Training and Evaluation Program Daily Observation Report	Ten years	None
CinCom 29 Radio Log (Changed from 29 Radio Repair Log)	No original retained in Police Department	Current year
CinCom Battery Log Repair Sheet	No longer used. No original copy retained.	No longer used. Maintain copy on file until 1997.
CinCom 31 First and Second Relief Daily Line-Ups	No longer used. Maintain those on file until 1999.	None
CinCom 32 Third Relief Daily Line-Ups	Current year plus previous year	None
Communication Incident History Fiche	Current year plus 3 previous years	None
Police Communications Section Headset Service Report	REQUESTED	
Police Communications Section Report	Current year plus 5 previous years	None
Radio/Telephone Recordings	Ninety days	None
SIT Form	Current year plus previous year	None
Teletype (Includes Wanted, GBDCs & Court Notifies)	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
11. Impound Unit will maintain the following records:		
CinCom 4 Wrecker Dispatch Card	Current year plus previous year	None
CinCom 28 Wrecker Log	Current year plus previous year	None
245 Receipt of Fees From Records	Current year plus 5 previous years	Three years provided audited
245I Receipt of Fees From Impoundment Unit	Current year plus 5 previous years	Three years provided audited
267 Vehicle Storage & Impoundage Fee Receipt & Release (Yellow & pink copies)	Current year plus 5 previous years	Current year plus previous year
303 Impounded Vehicles	No longer used, maintain until 1999	No longer used, maintain until 1999
369 Information to Wrecker Driver	Current year plus 2 previous years	None
Auction Records	Current year plus previous year	None
Notice of Vehicle Impoundment	Current year plus 5 previous years	None
Notice to Lienholder of Impounded Vehicle	Current year plus 5 previous years	None
Registered Mail Receipts	Current year plus 2 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
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12. Patrol Bureau will maintain the following records:

75S Gas Disbursement	Current year plus previous year	Current year plus previous year
202A Commanding Officer's Daily Time Report	30 days	None
439 Shift Selection Form	Current year only	None
586 Mobilization Alert	Current year plus 5 previous years	None
586A Recall Test Alert	Thirty days after recall	None

## 19.107 FAMILY MEDICAL LEAVE ACT (FMLA)

### **References:**

Procedure 19.105 Sick/Injured With Pay and  
Special Leaves  
Family Medical Leave Act of 1993  
FOP/City Labor Agreement  
AFSCME/City Labor Agreement  
City of Cincinnati Human Resources Policies and  
Procedures, Section 3.4  
Standards Manual 22.2.1

### **Definitions:**

FMLA Eligible Employee: An employee who has worked at least 1250 hours during the past 12-month period.

Serious Health Condition:

- Inpatient care (admitted) in a hospital, hospice or medical care facility and including any period of incapacity.
- Continuing (2 or more times) treatment by a health care provider involving a period of incapacity of more than three consecutive days or treatment on at least one occasion which results in a regimen of continuing treatment.
- Any period of incapacity due to pregnancy or prenatal care. Generally 6 weeks Sick with Pay-Maternity is approved recovery time. Additional SWP-M time will be approved if the employee's physician decides additional time is needed for recovery.
- Any period of incapacity due to a chronic serious health condition defined as one which requires periodic visits or continues over an extended period of time for treatment (e.g., asthma, diabetes, epilepsy, chemotherapy treatment, radiation or dialysis treatments, etc.).
  - Serious health conditions are not generally cosmetic surgery, common cold, flu, ear ache or upset stomach.

- Absences due to employee's use of alcohol or drugs are not covered under FMLA. Absences for treatment of substance abuse are eligible for FMLA usage.

Form WH-380: Certification of health care provider-to be completed by the treating health care provider when a physician's statement is required by the supervisor.

***Purpose:***

To ensure necessary documentation of FMLA requests.

To establish a uniform Department procedure for requesting, recording and reporting personnel using the provisions of the Family Medical Leave Act.

***Policy:***

It is the policy of the City to provide up to 12 weeks of family and medical leave during a 12-month period to any eligible employees in accordance with the provisions of the Family Medical Leave Act of 1993.

The use of FMLA leave cannot result in the loss of any employment benefit accrued before the leave began, e.g., sick time sell back, sick usage incentive, etc.

The employee's private physician will evaluate the medical condition of an employee and authorize the clearance for return to duty following FMLA leave. The Employee Health Service physician will not be contacted for non-duty related illness/injury medical evaluations prior to the return to duty for an FMLA approved leave.

When FMLA time off is requested or determined to be FMLA time by the supervisor, the supervisor will assist the employee in completing a Form 25S (Request for Leave of Absence). In addition, the supervisor will advise the employee that **if** a physician's statement is needed, a Form WH-380 must be completed by the treating health care provider and returned to the supervisor as soon as possible in order for the time off to be approved as FMLA time.

A Form WH-380 must be submitted by the employee whenever the FMLA time off request is the first instance of this type of illness or injury **and** there is no related Form WH-380 on file.

An employee may be required to furnish re-certification of an illness relating to an FMLA time off instance. If this occurs, the supervisor will advise the employee that they must submit another Form WH-380 completed by the treating health care provider.

A supervisor cannot request a re-certification (Form WH-380) more often than every 30 days, regardless of the number of FMLA time-off requests for the same illness that are received during that period of time.

A Form WH-380 **can** be required for pregnancy or prenatal care related situations. In addition, time off relating to this situation can be retroactively designated FMLA for up to one year.

When the employee has a serious health condition that makes him unable to perform the functions of his position or is caring for a qualifying family member who has a serious health condition, the supervisor may require a physician's statement. If that occurs, a Form WH-380 must be submitted as soon as possible in order to receive approval for FMLA time off.

***Information:***

Personnel Section can be contacted for assistance in the determination or interpretation of Family Medical Leave Act (FMLA) requests. Additional information is available in the Human Resources Policies and Procedures, Section 3.4.

The Family Medical Leave Act provides eligible employees the right to take paid/unpaid leave for the conditions listed below:

1. Birth of an employee's child and to care for that child and/or any period of incapacity due to pregnancy or prenatal care.
2. Placement of a child with the employee for adoption or foster care.
3. Care for an employee's spouse, child, or parent with a serious health condition.

4. A serious health condition that prevents the employee from performing the functions of his/her position.

FMLA requires an employee to take these 12 weeks within a one year period of time, starting from the date of the first FMLA incident.

If both husband and wife work for the City and each wishes to take family leave for the birth of a child, adoption or placement in foster care, they may take a total of 12 weeks leave (rather than 12 weeks each). FMLA taken for the birth, adoption or placement of a child must be taken during the first 12 months after the arrival of the child.

Intermittent leave or reduced Scheduled Leave is authorized if medically necessary for a serious health condition of an employee or his/her spouse, child or parent. The leave may be taken in 12 consecutive weeks or used intermittently (take a day when needed over the year). It may in some cases be used to reduce the workload or workday, resulting in a reduced hour schedule. In all cases leave can not exceed 12 weeks over a 12-month time period.

Intermittent or reduced work week leave taken for the birth, adoption or placement of a foster child must be agreed to by the employee and the employer.

Intermittent or reduced work week leave taken for a serious health condition should be scheduled with a supervisor prior to taking the leave. If this is not possible, the employee must provide a treating health care provider completed Form WH-380 that intermittent or reduced leave is necessary.

***Procedure:***

**A. Family Medical Leave Act (FMLA)**

1. The Department will follow the current City guidelines as outlined in Human Resources Policies and Procedures, Police Department Procedures, and/or current labor agreement stipulations.

2. FMLA approval will occur when the employee's supervisor approves the time off. In the event that a physician's statement is required by the supervisor, final FMLA approval occurs when the employee submits a completed Form WH-380. A Form WH-380 must be submitted by the employee whenever the FMLA time off request is the first instance of this type of illness or injury **and** there is no related Form WH-380 on file. If there is any question by the supervisor about what is stated on the Form WH-380, it should be sent to the city physician for interpretation.
  - a. Personnel Section will review all Forms 25S. If the request does not meet FMLA guidelines, they will notify the affected section to notify the employee that the time off does not meet FMLA guidelines.
  - b. Notice of such designation to the employee will be either by providing a copy of the completed Form 25S at the time it is prepared and approved, or if by phone, mailing a copy to the employee. In either instance, the supervisor shall notify the employee that their FMLA requested time off is approved pending receipt of a treating health care provider completed Form WH-380 when required.
3. Leave which was not FMLA at the time it was taken but became FMLA leave while off can still be counted as FMLA if:
  - a. The employee advises the supervisor within two days after his return to work and provides a Form WH-380 verifying that the leave was an FMLA qualifiable leave.
    - 1) A treating health care provider completed Form WH-380 is submitted by the employee as soon as possible if one is required by the supervisor.

B. Employee Responsibilities: FMLA Requests

1. As soon as possible notify a supervisor from the assigned unit. If the need for leave is known in advance, submit a Form 25S explaining in detail the reason for the FMLA leave request. (The supervisor will complete the Form 25S in detail, including side 2, following telephone notifications.) Include the following information:
  - a. The specific nature of the illness or injury.
    - 1) The employee should advise the supervisor if the illness or injury is believed to be or is FMLA leave eligible.
  - b. How long you expect to be off duty.
  - c. Notice of court appearances, off-duty details, meetings, public appearances and training dates that may need to be rescheduled.
2. Provide a completed Form WH-380 when required.
3. Non-sworn employees will be governed by their current labor contract or the Human Resources Policies and Procedures.

C. Supervisor Responsibilities

1. Upon receiving notice an employee is requesting FMLA:
  - a. Document the information provided by the employee on a Form 25S and designate if the time is FMLA time. Process the Form 25S immediately.
    - 1) Assist the employee as necessary in filling out the Form 25S, including side 2. Give or send a copy of the Form 25S to the employee. This provides the employee with immediate approval of FMLA time off.

- 2) In the "Reason" section of the Form 25S, explain in reasonable detail why the employee is requesting FMLA.
- 3) On the Form 25S, indicate the recommendation of approval or disapproval of the use of FMLA.
  - a. If unable to determine if the leave is FMLA eligible, but it is believed to be, approve the leave as FMLA and provide the employee with a copy of the completed Form 25S. This gives him immediate approval of FMLA time off pending the receipt of a treating health care provider completed Form WH-380 **if** one is required by the supervisor.
    - 1] The supervisor must list specific details indicating why the leave is FMLA eligible.
- 4) Forward daily the Form 25S and Form WH-380 through the proper chain of command to the District/Section/Unit Commander.
- 5) The supervisor will notify the employee if the time off does not meet FMLA guidelines as determined by Personnel Section.

D. Duties of a District/Section Commander

1. Upon receipt of a Form 25S for FMLA benefits:
  - a. Review and sign indicating approval or disapproval of the use of FMLA benefits.
    - 1) The District/Section Commander will ensure the required notifications of approval or disapproval are made within the time specifications established by the FMLA Act.

b. Forward daily the original to Personnel Section via the chain of command and ensure that the employee understands whether or not he must submit a treating health care provider completed Form WH-380 to receive final FMLA approved time off.

1) Maintain a copy in the employee's Medical Jacket.

2. When an employee returns to duty, note the date of return on the unit copy. Send a copy to Personnel Section.
3. Ensure that the district/section timekeeper tracks all FMLA time so that no employee is carried as FMLA time off more than 12 weeks in a 12-month period.

E. Responsibilities of Personnel Section

1. Receive copies of Form 25S for FMLA.
2. Review requests for FMLA to ensure Department compliance.
3. When the Form WH-380 is received at Personnel Section, it will be filed with the corresponding Form 25S. Without a treating health care provider completed Form WH-380 when required, FMLA time off cannot receive final approval.
  - a. Personnel Section reviews all FMLA requests as the Police Chief's designee.
    - 1) If the request does not meet FMLA guidelines, the Personnel Section will notify the affected section to notify the employee that the time off does not meet FMLA guidelines.
4. Maintain a current list of employees who have taken leave under the provisions of the Family Medical Leave Act.
5. Provide the Police Chief with a list of Department employees currently on FMLA through the weekly leave report.
6. Serve as the Department liaison with EHS.